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STD. XII
COMMERCE
AS PER NEW SYLLABUS

KINNARI PRAKASHAN
MUMBAI-8

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Annual Examination Question Paper Format for XII (Commerce) IT

Marks : 80

Duration : 2 Hrs : 30 Mins

Q. No.	Sub Q. No	Description	Number of Questions	Marks
1.		Fill in the Blanks	10	10
2.		State True or False	10	10
3.		Multiple choice SINGLE answer	10	10
4.		Multiple choice TWO correct answer	10	20
5.		Multiple choice THREE correct answer	02	06
6.		Match the following	04	04
7.		Answer briefly (any 5)	08	10
8.	A A	Write Codes in HTML OR Write codes in HTML	02	05
8	B B	Write a program in HTML OR Write a program in HTML	02	05
			Total	80

Practical Examination

Marks : 20

Duration : 3 Hrs

The marking scheme for practical examination is as follows for the annual exam of XII COMMERCE IT Std.

Q. No.	Description		Marks
1.	Write a Programme and Execute it		15
	For writing correct code	10 Marks	
	Execution of the code	05 Marks	
2.	Complete and Certified Journal		05
		Total	20

- Students should perform any one Practical based on the skill sets taught during the academic year.
- Practical slips should contain two questions on two different skill sets out of which students will opt any one.

Topic wise Mark Distribution / Weightage for Annual Examination XII COMMERCE - IT (2021-22)

Chapter No.	Chapter Name	Marks	Marks with Option
1.	Advanced Web Designing	25	30
2.	Digital Marketing	15	15
3.	Computerised Accounting with GST	15	17
4.	E-Commerce and E-Governance	10	12
5.	Database Concepts using Libre Office Base	10	10
6	Enterprise Resource Planning (ERP)	10	12
	Total Marks	80	96

Note - Mark with Option in Q [illegible] and Q 8 Only

Chapter Name	Q1 (10)	Q2 (10)	Q3 (10)	Q4 (10)	Q5 (6)	Q6 (4)	Q7	Q8	Total Marks
Advanced Web Designing	2	2	1	2	3	–	–	10 + 10 Option	20 + 10 Option
Digital Marketing	4	3	4	–	3	1	–	–	15
Computerised Accounting with GST	1	1	–	8	–	1	6	–	15 + 2 Option
E-Commerce and E-Governance	1	1	1	2	–	1	6	–	10 + 2 Option
Database Concepts using Libre Office Base	1	2	1	6	–	–	–	–	10
Enterprise Resource Planning (ERP)	1	1	3	2	–	1	4	–	10 + 2 Option
Total Marks	10	10	10	20	06	04	10 + 6 Option	10 + 10 Option	80 + 16 Option

This distribution [illegible]

[illegible]: New syllabus for the academic year [illegible]

Theory		
Chp. No	Chapter Name	Unit for Self Learning/ Non-evaluative
2	Digital Marketing	MR Suhas sir, I am also facing this problem. Many people visit my website..... DR Ajay : Thank you I wish you success in your task. Bye ! have a nice day.
3	Computerised Accounting with GST	i) 3.3 Different Accounting Packages ii) 3.5.7 Input Tax and Output Tax iii) 3.5.8 Ledgers pertaining to GST for supply of Goods iv) 3.5.9 Ledgers pertaining to GST for supply of Services
5	Database concept Using Libre Office Base	(i) Screen of Base consists of following parts ..... Right pane displays activities related to that particular object. (ii) Editing a record in a table: Steps are as follows ..... 3 Click on "Yes" button to delete it permanently. (iii) Steps to create report in Design view.
6	Enterprise Resource Planning (ERP)	(i) 6.8 ERP solution providers/ERP packages... Selecting an ERP solution is a serious exercise and has to be executed with great care. (ii) 6.11 Limitations in ERP implementation... The system has to take care of unauthorized access at each level in an organization.

1 Advanced Web Designing

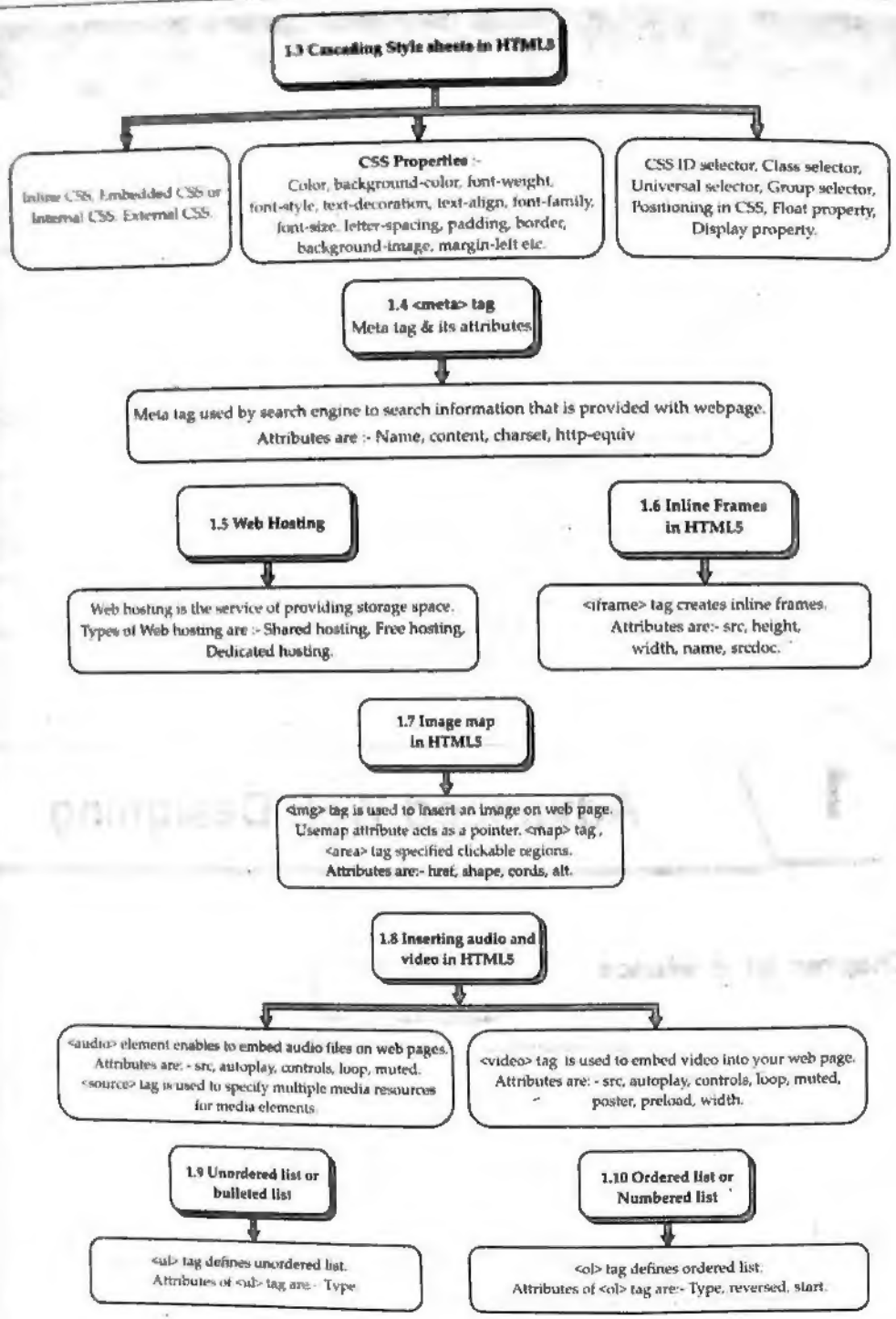
Chapter at a Glance

1.2 Forms in HTML5
<input> elements

<input type="color">, <input type="number">, <input type="url">, <input type="image">, <input type="date">, <input type="email">, <input type="month">, <input type="range">, <input type="datetime-local">, <input type="time">, <input type="week">, <input type="search">, <input type="file">, <input type="file">, <input type="tel">,

List of common Input restrictions are :-

Disabled, max, min, pattern, read only, placeholder, required, autocomplete, autofocus, height and width, multiple



Textbook Exercise

Fill in the Blanks

1. The.....element is a staring element in an HTML, it indicates that document type definition being used by the document.

Ans. : <!DOCTYPE html>

2. The..... is a tag in html that describe some aspects of contents of a webpage

Ans. : <meta>

3. The <ol> tag defines an.....

Ans. : Ordered List

4. An unordered list created using the ..... tag.

Ans. :

5. The ..... element creates an inline frame.

Ans. : <iframe>

6. tag is used to specify video on an HTML document.

Ans. : <video>

7. If a web developer wants to add the description to an image he must use ..... attribute of <img> tag.

Ans. : alt

8. The..... property is used to set position for an element.

Ans. : Position

9. The float property defines the...of content.

Ans. : Flow

10. .....is used with elements that overlap with each other.

Ans. : Positioning

State whether the following statement is True or False

1. HTML is an Object Oriented Programming Language.

Ans. : False

2. Charset is used for character encoding declaration.

Ans. : True

3. An unordered list can be numerical or alphabetical.

Ans. : False

4. Multilevel list can be created in HTML 5.

Ans. : True

5. Srccode specifies the HTML content of the page to show in the <iframe>

Ans. : True

6. The 'controls' attribute is not used to add play, pause, and volume.

Ans. : False

7. .cs is the extension of CSS file.

Ans. : False

Choose Single correct answer from the given options.

1. .....element used to create a linking image
   (a) <img> (b) <td> (c) <map> (d) <usemap>

Ans. : (a)

2. The .....tag is used to embed audio files on Webpages.
   (a) <sound> (b) <audio> (c) <video> (d) <embeded>

Ans. : (b)

3. A programmer wants to define range for age between 18 to 50, he will use a form with following appropriate control.
   (a) number (b) compare (c) range (d) Textboxes

Ans. : (c)

4. ..... character is used to create id in CSS.
   (a) % (b) $ (c) @ (d) #

Ans. : (d)

Choose Two correct answers from the given options.

1. List within another list either.....list or.....list is called nested list.
   (a) multilevel (b) order
   (c) unordered (d) general (e) cascading

Ans. : (b,c)

2. Image maps are of two types .....and .....
   (a) Network side (b) Client Side
   (c) Computer side (d) Server Side (e) n-computing

Ans. : (b,d)

3. A CSS rule set contains..... and.....
   (a) Set (b) selector
   (c) post (d) declaration (e) block

Ans. : (b,d)

4. Client-side image map can be created using two elements ..... and.....
   (a) <area> (b) <image>
   (c) <usemap> (d) <map> (e) <server>

Ans. : (a,d)

Choose Three correct answers from the given options.

1. Attributes of <area> tag is.....
   (a) href (b) src (c) coords
   (d) data (e) alt (f) usemap

Ans. : (a,c,e)

2. Attributes used with iframe are.....
   (a) srcdoc (b) name (c) alt
   (d) src (e) href (f) loop

Ans. : (a,b,d)

3. Following are the Form controls.....
   (a) email (b) search (c) label
   (d) video (e) tel (f) audio

Ans. : (a,b,e)

4. Attributes used with <audio> tag.....
   (a) autoplay (b) href (c) controls
   (d) cntrl (e) loop (f) bgsound

Ans. : (a,c,e)

5. CSS types are ..... and.....
   (a) internal (b) external (c) control
   (d) inline (e) loop (f) style

Ans. : (a,b,d)

6. Positioning types in CSS are.....
   (a) Static (b) fixed (c) absolute
   (d) position (e) dynamic (f) nested

Ans. : (a,b,c)

7. Types of floating properties are.....,.....,.....
   (a) left (b) zero (c) right
   (d) all (e) none (f) dock

Ans. : (ac,e)

Match the pair

A		B	
1)		a)	Client side image map
2)	usemap	b)	CSS property
3)	color	c)	bulleted list
4)	<img>	d)	Image as a submit button
5)	<input type=image>	e)	inserts an image

Ans. : 1-c , 2-a , 3-b , 4-e , 5-d

Programs

1. Write a program using html with following CSS specification-
   (1) The background colour of the company name should be in green.
   (2) The text colour of the company name should be red.
   (3) The heading should be large with font "comic sans ms"
   (4) The description of the company should be displayed in blue color in a paragraph.

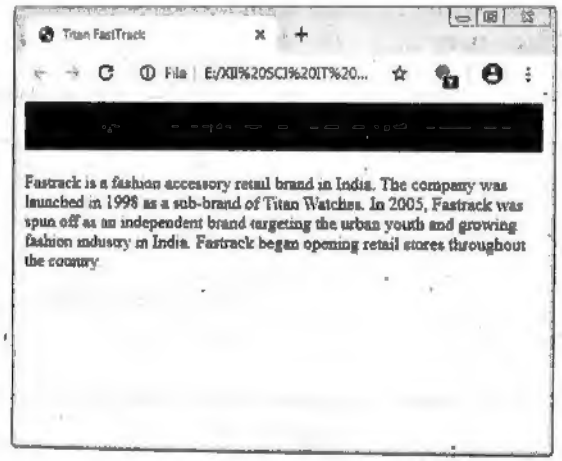
Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
```

```
Titan FastTrack
</title>
<style>
h1{background-color:green;color:red;font-family:Comic Sans MS}
p{color:blue}
</style>
</head>
<body>
<h1 align="center">Titan FastTrack</h1>
<p>
Fastrack is a fashion accessory retail brand in India. The company was launched in
1998 as a sub-brand of Titan Watches. In 2005, Fastrack was spun off as an
independent brand targeting the urban youth and growing fashion industry in
India. Fastrack began opening retail stores throughout the country.
</p>
</body>
</html>
```

Output :



2. Write Html5 code with CSS as follows :
   1. To create form to accept name,age, email address, from the user.
   2. Create a submit button to send the data.
   3. The heading of the form should have a background colour and a different font style.

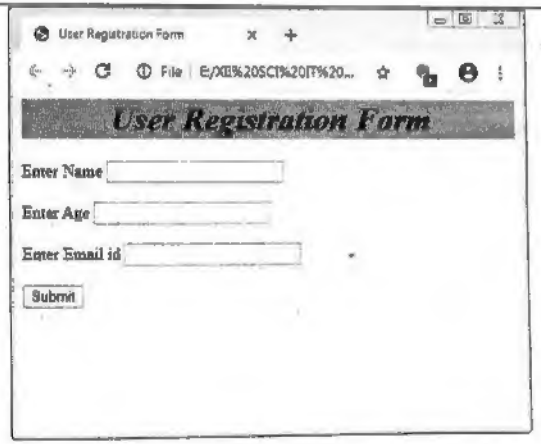
Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
```



```
User Registration Form
</title>
<style>
h1{background-color:orange;font-style:italic}
</style>
</head>
<body>
<h1 align="center">User Registration Form</h1>
<form>
Enter Name
<input type="text" name="t1"><br><br>
Enter Age
<input type="number" name="age"><br><br>
Enter Email id
<input type="email" name="email"><br><br>
<input type="submit" name="b1" value="Submit">
</form>
</body>
</html>
```

Output :



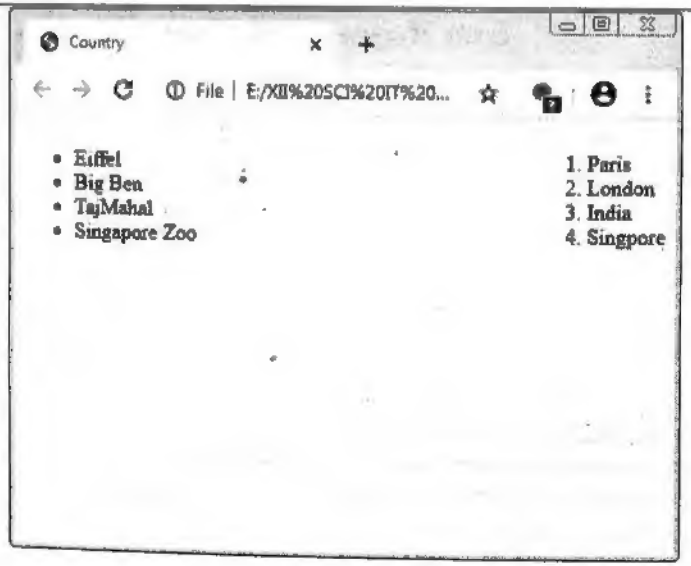
3. Write Html5 code with CSS as follows :
   1. Create ordered list with names of tourist Cities.
   2. Create unordered list with tourist PLACES of those cities.
   3. Divide the list into two sections left and right by using CSS.

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
```

```
Country
</title>
<style>
ul{float:left}
ol{float:right}
</style>
</head>
<body>
<ol>
<li>Paris</li>
<li>London</li>
<li>India</li>
<li>Singpore</li>
</ol>
<ul>
<li>Eiffel</li>
<li>Big Ben</li>
<li>TajMahal</li>
<li>Singapore Zoo</li>
</ul>
</body>
</html>
```

Output :



Fill in the Blanks

1.1 Advanced Web Designing

1. HTML stands for .....

Ans. : Hyper Text Markup Language

2. The ..... is an evolving language with different version supporting different features.

Ans. : HTML (Hyper Text Markup Language)

3. ..... is currently used because it supports mobile technology.

Ans. : HTML5

1.2 Forms in HTML5

4. The ..... tag is used to create a form.

Ans. : <form> </form>

5. <input type="....."> defines a color picker.

Ans. : color

6. <input type="....."> defines a field for entering a number.

Ans. : Number

7. <input type= "....."> defines a field for entering a URL.

Ans. : URL (Uniform Resource Locator)

8. <input type="....."> defines an image as a submit button.

Ans. : Image

9. <input type= "....."> defines a date picker with the year, month and day.

Ans. : Date

10. <input type="....."> defines a field for an email address.

Ans. : email

11. <input type= "....."> defines a month and year control in format as 'YYYY-MM'.

Ans. : Month

12. <input type= "....."> defines the range control.

Ans. : Range

13. <input type= "....."> defines a date picker that includes the year, month day and time.

Ans. : datetime –local

14. <input type="....."> defines a control for entering a time.

Ans. : time

15. <input type="....."> defines a week and year control.

Ans. : week

16. <input type= "....."> defines a text field for entering a search string.

Ans. : search

17. <input type= "....."> defines a file select field and a 'Browse' button for file uploads.

Ans. : file

18. Default range of range control is 0 to _____.
Ans. : 100
19. <input type= "....."> used to define input fields that should contain a telephone number.
Ans. : tel
20. The ..... attribute of <input> tag specifies that an input field should be disabled.
Ans. : disabled
21. The ..... attribute of <input> tag specifies the maximum value for an input field.
Ans. : max
22. The ..... attribute of <input> tag specifies the minimum value for an input field.
Ans. : min
23. The..... attribute of <input> tag specifies a regular expression to check the input values.
Ans. : Pattern
24. The..... attribute of <input> tag specifies that an input field is read only.
Ans. : read only
25. The ..... attribute of <input> tag acts as a temporary label showing the purpose of a text field without requiring a label tag.
Ans. : Placeholder
26. The ..... attribute of <input> tag specifies that an input field is required.
Ans. : required
27. The ..... attribute of <input> tag specifies whether a form or input field should have auto completed on or off.
Ans. : autocomplete
28. The ..... attribute of <input> tag specifies that the input field should automatically get focus when the page loaded.
Ans. : autofocus
29. The ..... attribute of <input> tag specifies the height of an <input type= "image">
Ans. : Height
30. The ..... attribute of <input> tag specifies the width of an <input type= "image">
Ans. : Width
31. The ..... attribute of <input> tag specifies that the user is allowed to enter more than one value in the <input> element.
Ans. : multiple
32. The ..... attribute of <input> tag is used to identify the html element uniquely through the document object model.
Ans. : ID
33. The ..... attribute of <input> tag is used to apply CSS style to the individual input element.
Ans. : Class

1.3 <meta> tag

34. The ..... tag describes aspects of contents of a web page.
Ans. : <meta>
35. The ..... tag is used by search engines to search information that is provided with the web page.
Ans. : <meta>
36. ..... will not be displayed on the web page.
Ans. : Metadata
37. ..... tag is a singular tag which carries information within its attributes.
Ans. : <meta>
38. The ..... attribute of <meta> tag specifies the name of the meta data.
Ans. : Name
39. The ..... attribute of <meta> tag can have any textual matter related to the name.
Ans. : Content
40. The ..... attribute of <meta> tag specifies the character encoding used by the document.
Ans. : Charset
41. The ..... attribute of <meta> tag is used for http response message headers.
Ans. : http-equiv
42. <meta http-equiv= ".....">, the page will get refresh after every five seconds.
Ans. : refresh
43. <meta http-equiv= ".....">, browser sends the cookies back to the server.
Ans. : set-cookies
44. <meta http-equiv= ".....">, specifies the character encoding for the document.
Ans. : content-type
45. <meta http-equiv= ".....">, page session will get expire at specified date and time.
Ans.: expires

1.4 Cascading Style Sheets HTML5

46. CSS stands for .....
Ans. : Cascading Style Sheets.
47. ..... can control the layout of multiple web pages all at once.
Ans. : CSS (Cascading Style Sheets)
48. ..... allows you to control the look and feel of several pages by changing a single source.
Ans. : CSS (Cascading style Sheets)
49. A ..... rule set contains a selector and a declaration blocks.
Ans. : CSS (Cascading Style Sheets)
50. ..... indicates the HTML element you want to style.
Ans. : Selector
51. The ..... block can content or more declarations separated by a semicolon.
Ans. : Declaration

52. Each declaration contains a property name and value, separated by .....
Ans. : Colon
53. A .. . . is a type of attribute of HTML element.
Ans. : Property
54. ..... are assigned to CSS properties.
Ans. : Values
55. There are ..... methods of implementing styling information to an HTML document.
Ans. : Three
56. .... style sheet uses the style attribute in the HTML start tag.
Ans. : Inline
57. ..... CSS is used to apply CSS as an single line of element.
Ans. : Inline
58. ..... style sheet is used to apply CSS a single document or page.
Ans. : Embedded/Internal
59. Internal CSS is written inside ..... tag within head section of html.
Ans. : <style>
60. The ..... style sheet is used when you want to make changes on multiple pages.
Ans. : External
61. ..... style sheet facilitates to change the look of the entire web site by changing just one file.
Ans. : External
62. External Style Sheet uses ..... tag on every page.
Ans. : <link>
63. In External CSS ..... tag is placed inside head section.
Ans. : <link>
64. External style sheet can be written in text editor and must be saved with ..... extension.
Ans. : • CSS
65. The ..... CSS file should not contain any HTML tags.
Ans. : External
66. In CSS, ... property changes the color of the text.
Ans. : color
67. The .... property is used to set background color in your webpage.
Ans. : Background-color
68. The .... property is used make the text bold.
Ans. : Font-weight
69. The ... . property is used to make the text italic.
Ans. : Font-style
70. The ..... property is used to add strike through marks, underline, overline etc.
Ans. : Text-decoration

71. The ..... property is used to control the horizontal alignment of any block level text.
Ans. : Text-Align
72. The ..... property is used to control the fonts.
Ans. : font-family
73. The ..... property allows you to control the size of the font.
Ans. : font-size
74. The ..... property helps in controlling the horizontal spacing between characters of text.
Ans. : Letter-spacing
75. The ..... property is used when you want to add padding around the contents of an element.
Ans. : Padding
76. The ..... property adds a border to a web page element.
Ans. : Border
77. The ..... property is used to set an image as the background of webpage.
Ans. : Background-image
78. The ..... property sets margin area on the left side of the element.
Ans. : Margin-left
79. The ..... selector selects the id attribute of an HTML element to select a specific element.
Ans. : ID
80. An ..... is always unique within the page so it is unique element.
Ans. : ID
81. ID is written with the ..... character followed by the ID name.
Ans. : Hash
82. The ..... selector selects HTML elements with a specific class attribute.
Ans. : Class
83. The Class selector is used with ..... character followed by the class name.
Ans. : Period
84. The ..... selector is used when you want to change a group of elements within HTML page.
Ans. : Class
85. The _____ name should not start with number.
Ans. : Class
86. The ..... selector is used as a wildcard character.
Ans. : Universal
87. The ..... selector is used to select all the elements with the same style definition.
Ans. : Grouping
88. In grouping selector ..... are used to separate each selector.
Ans. : Commas
89. In CSS, ... property is used to set position for an element.
Ans. : Position

90. There are ..... types of positioning in CSS.
Ans. : Four
91. The ..... positioning is not affected by the top, bottom, left and right properties.
Ans. : Static
92. The ..... positioning is the default position for HTML element.
Ans. : Static
93. The ..... positioning helps to put the text fixed on the browser.
Ans. : Fixed
94. The ..... property forces on element into a fixed positioning relative to the browser window.
Ans. : Fixed
95. The ..... positioning property is used to set the element related to its normal position.
Ans. : Relative
96. The ..... positioning property sets an element in a specific location and it is not affected by the flow of the page.
Ans. : Absolute.
97. _____ properly positions the element at the coordinates relative to your screen top-left corner.
Ans. : Absolute
98. ..... is a CSS property written in CSS file or directly in the style of an element.
Ans. : Float
99. The _____ property defines the flow of content.
Ans. : float
100. ..... keeps the element float on left side of the container.
Ans. : float : left
101. ..... keeps the element float on right side of container.
Ans. : float : right
102. ..... is a default property which shows the element as it is.
Ans. : float : none
103. The ..... property in CSS defines how the components are going to be placed on the web page.
Ans. : Display
104. ..... property is used to display an element as an inline element.
Ans. : Display : Inline
105. ..... property is used to display an element as an block element.
Ans. : Display : Block
106. ..... property is used to set the width and height.
Ans. : Block-inline
107. Using ..... property the element is completely removed.
Ans. : Display : None

1.5 Ordered list or numbered list

108. The ..... tag defines an Ordered list.
Ans. : <OL>
109. The ..... list can be numerical or alphabetical.
Ans. : Ordered
110. The ..... attribute of <ol> tag specific the numbering type for the used items.
Ans. : type
111. The ..... attribute of <ol> tag specifies that the items of the list are specified in the reverse order.
Ans. : Reversed
112. The ..... attribute of <ol> tag specifies the starting number of the first item.
Ans. : start
113. ..... list is also called as numbered list.
Ans. : Ordered

1.6 Unordered list or bulleted list

114. An unordered list is created using tag.
Ans. : <UL>
115. ..... list is also called as bulleted list.
Ans. : Unordered
116. Each list item starts with ..... tag.
**Ans. : **
117. The ..... attribute of <ul> tag sets the list item marked to disc, circle or square.
Ans. : type

1.7 Definition list

118. To define a definition list ..... tag is used.
Ans. : <dl>
119. The ..... tag is used to define the term.
Ans. : <dt>
120. The ..... is used to define term's definition.
Ans. : <dd>
121. The list within another list is called ..... list.
Ans. : Nested

1.8 Inserting audio and video in HTML5

122. MPEG stands for .....
Ans. : Moving Pictures Experts Group
123. AAC stands for .....
Ans. : Advanced Audio Coding
124. The ..... element enables to embed or add audio files an webpages.
Ans. : <audio>

125. Using ... attribute of <audio> tag the audio will start playing as soon as it is ready
Ans. : Autoplay
126. The ..... attribute of <audio> tag defines the audio controls should by displayed.
Ans. : controls
127. The ..... attribute of <audio> tag sets the audio will start over again, every time it is finished.
Ans. : loop
128. The ..... attribute of <audio> tag specifies that the audio output should be muted.
Ans. : Muted
129. The ..... attribute of <audio> tag specifies the URL of the audio file.
Ans. : Src
130. The ..... attribute is used to add audio controls such as play, pause and volume.
Ans. : Controls
131. The ..... tag is used to specify multiple media resources for media elements.
Ans. : <source>
132. The ..... tag is used to embed video into web page.
Ans. : <video>
133. The ..... attribute defines the link to video file.
Ans. : Src
134. The ..... attribute specifies that the video will start playing as soon as it is ready.
Ans. : Autoplay
135. The ..... attribute specifies that video controls should be displayed.
Ans. : Controls
136. The ..... attributes sets the height of the video player.
Ans. : height
137. The ..... attribute specifies that the video will start over again every time it is finished.
Ans. : loop
138. The ..... attribute specifies that the audio output of the video should be muted.
Ans. : muted
139. The ..... attribute an image to be shown while the video is downloading.
Ans. : poster
140. The ..... attribute specifies if and how the author thinks the video should be loaded when the web page loads.
Ans. : preload
141. The ..... attribute sets the width of the video player.
Ans. : width
142. _____ value of shape attribute of <area> tag specifies rectangular area.
Ans. : Rect

143. Rect specifies rectangular area with _____ co-ordinates
Ans. : four
144. _____ value of shape attribute of <area> tag defines a circular region.
Ans. : Circ
145. Circle defines a circular region which requires _____ co-ordinates.
Ans. : three
146. _____ value of shape attribute of <area> tag defines polygon region.
Ans. : Poly

1.9 Image map in HTML5

147. An image with multiple hyperlinks is called an .....
Ans. : Image map
148. ..... is used to connect links to different regions on the web page.
Ans. : Image Map
149. The clickable regions of image map are called as .....
Ans. : hotspots
150. ..... tag is used to insert an image on a web page.
Ans. : <img>
151. To create a client Side Image Map ..... attribute of <img> tag is used.
Ans. : Usemap
152. Usemap attribute of <img> tag is used with value which is preceded with a ..... symbol.
Ans. : # (Hash)
153. The ..... attribute acts as a pointer which indicates that the image is a Client Side Image Map.
Ans. : Usemap
154. The ..... tag is used to map the image.
Ans. : <map>
155. The ..... attribute of <map> tag specifies name of the image used for client side image map.
Ans. : Name
156. ..... tag defines the specific clickable regions.
Ans. : <area>
157. The ..... attribute of <area> tag defines the URL to which the clickable region within the image map navigates.
Ans. : Href
158. The ..... attribute defines the shape as rect, circle or poly.
Ans. : Shape
159. The ..... attribute specifies co-ordinates of the clickable regions on the image map.
Ans. : Coords
160. The ..... attribute specifies extra information about clickable area
Ans. : alt

1.10 Inline Frame in HTML5

161. The ..... element creates an inline frame.
Ans. : <iframe>
162. .. .. frames are often used in online advertising.
Ans. : Inline
163. The ..... attribute specifies the address of the document to embed in the <iframe>.
Ans. : Src
164. The ..... attribute specifies the height of an <iframe>.
Ans. : Height
165. The ..... attributes specific the width of an <iframe>.
Ans. : width
166. The ..... attribute specifies name of an <iframe>.
Ans. : Name
167. The ..... attribute specifies the HTML content of the page to show in the <iframe>.
Ans. : Srcdoc

1.11 Website Hosting

168. Website is made available on the Internet with the help of .....
Ans. : Web Hosting
169. ..... is the service of providing storage space.
Ans. : Web Hosting
170. The Companies that provides web hosting services are called .....
Ans. : Web hosts
171. ..... own and manage web servers.
Ans. : Web hosts
172. ..... hosting gives domain name to you website.
Ans. : Shared
173. ..... are paid hosting servers for large web site.
Ans. : Dedicated hosting
174. ..... provides you free hosting of the website for limited period of time.
Ans. : Free hosting

True or False

1.1 Advanced Web Designing

1. HTML stands for Hyper Text Markup language.
Ans.: True
2. HTML is an evolving language, with different versions supporting different features.
Ans. : True

3. Google chrome does not support the features of HTML5.
Ans. : False
4. Microsoft Edge, Safari browsers support the features of HTML5.
Ans. : True

1.2 Forms in HTML5

5. Text, radio, checkbox etc. are the controls used to collect user inputs.
Ans. : True.
6. <input type = "color"> defines a color picker.
Ans. : True
7. <input type = "number"> defines a field for entering URL.
Ans. : False
8. <input type= "URL"> defines a field for entering URL.
Ans. : True
9. <input type = "image"> defines an image as a submit button.
Ans. : True
10. <input type = "date"> defines a date picker with year, month and day.
Ans. : True
11. <input type = "email"> defines a field for entering number.
Ans. : False
12. <input type = "month"> defines a month and year control.
Ans. : True
13. <input type = "range"> defines a range control.
Ans. : True
14. Default range of range control is 100-200.
Ans. : False
15. <input type = "datetime–local"> defines a date picker that includes the year, month, day and time.
Ans. :True
16. <input type = "time"> defines the control for entering a week.
Ans. : False
17. <input type = "week"> defines a week and year control.
Ans. : True.
18. <input type = "search"> defines a text field for entering a search string.
Ans. : True
19. <input type = "file"> defines a file-select field and a browse button for file uploads.
Ans. : True
20. <input type = "tel"> used to define input fields should be disabled.
Ans. : False
21. Enabled attribute specifies that an input field should be disabled
Ans. : False
22. Max attribute specifies the maximum value for an input field.
Ans. : True

23. Min attribute specifies the minimum value for an input field.
Ans. : True
24. Pattern attribute specifies a regular expression to check the input values.
Ans. : True
25. Read only attribute specifies than an input file is Read on.
Ans. : False
26. Placeholder attribute acts as a temporary label showing the purpose of a text field without requiring a label tag.
Ans. : True
27. Required attribute specifies than an input field must be filled out.
Ans. : True
28. Auto-complete attribute specifies that the input field should automatically get focus when the page loads.
Ans. : False
29. Autofocus attribute specifies whether input field should have autocomplete ON or OFF
Ans. : False
30. Height and width attribute specifies the height and width of an <input type = "image">.
Ans. : True
31. Multiple attribute works with input type text and image.
Ans. : False
32. Multiple attribute specifies that the user is allowed to enter more than one value in the <input> element.
Ans. : True
33. ID attribute is used to identify the html element uniquely through the Document Object Model.
Ans. : True
34. Class attribute is used to apply CSS style to the individual input element.
Ans. : True

1.3 <meta> tag

35. <meta> tag is used by search engines to search information that is provided with the webpage.
Ans. : True
36. <meta> tag is a paired tag.
Ans. : False
37. <meta> tag is placed between <title> and </title> tag.
Ans. : False
38. Metadata will not be displayed on the web page.
Ans. : True

39. Name attribute of <meta> tag specifies the name of metadata
Ans. : True
40. Content attribute of <meta> tag cannot have any textual matter related to the name
Ans. : False.
41. Charset attribute of <meta> tag specifies the character encoding use by the document.
Ans. : True
42. <meta charset = "UTF-8"> is for Indian characters.
Ans.: True
43. <meta charset = "Big5"> is for Chinese characters.
Ans. : True
44. http-equiv attribute of <meta> tag is used for http response message headers.
Ans. : True
45. <meta http-equiv = "refresh" content = "5">, here the page will get refresh after every 5 seconds.
Ans. : True
46. <meta http-equiv = "set-cookies">, the browser sends the cookies back to the server.
Ans. : True
47. <meta http-equiv = "Content-type" content = "text html" charset = "Big5"> specifies the character decoding of the document.
Ans. : False

1.4 Cascading Style Sheets HTML5

48. CSS stands for Cascading Style Sheets.
Ans. : True
49. CSS describes how HTML elements are to be displayed on screen.
Ans. : True
50. CSS cannot control the layout of multiple web pages all at once.
Ans. : False
51. CSS allows you to control the look and feel of several pages by changing a single source.
Ans. : True
52. A CSS rule set contains a selector and a declaration block.
Ans. : True
53. Selector indicates the HTML element you want to style.
Ans. : True
54. The declaration block can contain one or more declarations separated by a semicolon.
Ans. : True
55. Each declaration contains a property name and value separated by a semicolon.
Ans. : False.

56. A property is a type of attribute of HTML element.
Ans. : True
57. Values are assigned to CSS properties.
Ans. : True
58. There are four methods of implementing styling information to an HTML document.
Ans. : False.
59. Inline style-sheet uses the style attribute in the HTML start tag.
Ans. : True
60. Inline CSS is used to apply CSS in multiple lines or elements.
Ans. : False.
61. CSS is the example of inline CSS.
Ans. : True
62. Internal style sheet is also known as embedded style sheet.
Ans. : True
63. Internal CSS is used to apply CSS on a single document or page.
Ans. : True
64. Internal CSS cannot affect all the elements of the page.
Ans. : False
65. Internal CSS is written inside <style> tag within head section.
Ans. : True
66. The color property changes the background color of the web page.
Ans. : False
67. Background-color property is used to set the background color in your web page.
Ans. : True
68. Font-weight property is used to make the text bold.
Ans. : True
69. Font-style property is used to italicize text.
Ans. : True
70. Text-decoration property is used to add strike-through marks, underline, overstrike etc.
Ans. : True
71. Text-align property is used to control the vertical alignment of any block-level text.
Ans. : False.
72. Font-family property is used to control the fonts.
Ans. : True
73. Font-size property allows you to control the size of the font.
Ans. : True
74. Letter-spacing property helps in controlling the horizontal spacing between characters of text.
Ans. : True

75. Padding property is used when you want to remove blank spaces around the content of an element.
Ans. : False
76. Border property adds a border to a web page element.
Ans. : True
77. Background-image property is used to set an image as the background of your webpage.
Ans. : True
78. Margin-left property sets the margin area on the left side of the element.
Ans. : True
79. External style sheet is used when you want to make changes on multiple pages.
Ans. : True
80. Internal style sheet facilitates to change the look of entire web site by changing just one file.
Ans. : False.
81. External CSS uses <link> tag.
Ans. : True
82. <link> tag is placed inside body section.
Ans. : False
83. External CSS file must be saved with .css extension.
Ans. : True
84. External CSS file should contain HTML tags.
Ans. : False
85. The ID selector selects the id attribute of an HTML element to select a specific element.
Ans. : True
86. An ID is unique element.
Ans. : True
87. ID is written with hash (#) character followed by id name.
Ans. : True
88. #abc {color : red} is example of ID selector.
Ans. : True
89. Class selector selects HTML elements with a specific class attribute.
Ans. : True
90. Class selector is used with a period character.
Ans. : True
91. Class name should start with a number.
Ans. : False
92. The class selector is used when you want to change a group of elements within your HTML page.
Ans. : True
93. •abc {color : blue} is example of class selector.
Ans.: True

94. The universal selector is used as wildcard character.
Ans. : True
95. Universal selector selects single element on the web page.
Ans. : False
96. Grouping selector is used to select element with the different style definitions.
Ans. : False
97. Commas are used to separate each selector in grouping.
Ans. : True
98. h1, h2, b { color : pink} is example of class selector.
Ans. : False
99. The position property is used to set position for an element.
Ans. : True
100. The element can be positioned using the top, bottom, left and right properties.
Ans. : True
101. Values in positions are fixed, absolute and relative.
Ans. : True
102. There are four types of positioning in CSS.
Ans. : True
103. Static positioning is the default position for HTML elements.
Ans. : True
104. Static positioning is affected by the top, bottom, left and right properties.
Ans. : False
105. Fixed Positioning property helps to put the text fixed on the browser.
Ans. : True
106. The fixed element will move even when the page is scrolled.
Ans. : False.
107. The static property forces an element into a fixed position relative to the browser window.
Ans. : False
108. Relative Positioning property is used to set the element relative to its normal position.
Ans. : True
109. Absolute positioning property sets an element in a specific location and it is not affected by the flow of the page.
Ans. : True
110. Absolute positioning property positions the element at the specified coordinates relative to screen top right corner.
Ans. : False
111. Float property is written in CSS file or directs in the style of an element.
Ans. : True
112. The float property defines the flow of content.
Ans. : True

113. Float : left keeps the element float on right side of the container
Ans. : False
114. Float : right keeps the element float or right side of the container.
Ans. : True
115. Float : none is the default property.
Ans. : True
116. Float : name does not shows the element as it is.
Ans. : False
117. The Display property in CSS defines how the components are going to be placed on the web page.
Ans. : True
118. Display property specifies how the element is float.
Ans. : False.
119. Display property is used to define the display of different parts of a web page.
Ans. : True
120. Inline value is used to display an element as an block element.
Ans. : False
121. Block value is used to display an element as an inline element.
Ans. : False
122. Block value starts on a new line, and takes up the whole width of the browser window.
Ans. : True
123. The difference between Inline and block inline value is that you are able to set the width and height.
Ans. : True
124. The element is completely removed using none value.
Ans. : True

1.5 Ordered list or numbered list

125. tag defines ordered list.
Ans. : True
126. Ordered list cannot be numerical or alphabetical.
Ans. : False
127. Type attribute is used to define number type for the used items.
Ans. : True
128. The default value of type attribute in ordered list is 1.
Ans. : True
129. Reversed attribute specifies that the items of the list are specified in the reverse order.
Ans. : True

130. Start attribute specifies the ending number of the first item in an ordered list.
Ans. : False

1.6 Unordered list or bulleted list

131. An unordered list is created using <ul> tag.
Ans. : True
132. Each list item starts with <li> tag.
Ans. : True
133. The list items in unordered lists are marked with numbers.
Ans. : False
134. By default, the list items in unordered list are marked with bullets.
Ans. : True
135. <ul type = "disc"> sets the list item marker to a bullet.
Ans. : True
136. <ul type = "circle"> sets the list item marker to a square.
Ans. : False
137. <ul type = "square"> sets the list item marker to a square.
Ans. : True
138. Using <ul type = "none"> the list items will not be marked.
Ans. : True
139. HTML5 does not support bullets, circle and square value of type attribute.
Ans. : True
140. HTML5 does not support type attribute of <ul> tag so you can use CSS style.
Ans. : True

1.7 Definition list

141. To define a definition list <dl> tag is used.
Ans. : True
142. Items can be created in definition list with <dt> and <dd> tags.
Ans. : True
143. The <dd> tag is used to define the term whereas the <dt> tag is used to define the term's definition.
Ans. : False
144. List within list is called nested list.
Ans.: True
145. List can be Single level nested list or multi level list.
Ans. : True

1.8 Inserting audio and video in HTML5

146. HTML features includes native audio and video support without the need for flash.
Ans. : True
147. The <audio> element enables you to embed, audio files on webpages.
Ans. : True
148. The audio will stop playing as soon as it is ready using auto-play attribute.
Ans. : False
149. Controls attribute is used to display audio controls.
Ans. : True
150. Controls attribute display play, pause buttons etc.
Ans. : True
151. Using loop attribute the audio with stop over again, every time it is finished.
Ans. : False
152. Muted attributes specifies that the audio output should be muted.
Ans. : True
153. Src attribute specifies the URL of the audio file.
Ans. : True
154. Autoplay, controls, muted are the attributes without any values.
Ans. : True
155. The source element is used to specify the audio files which the browser may use.
Ans. : True
156. The <source> tag is used to specify multiple media resources for media elements.
Ans. : True
157. Multiple sources of audios are specified so that if the browser is unable to play the first source then it will jump to the second source.
Ans. : True
158. The <video> tag is used to embed video in web page.
Ans. : True
159. Src attribute defines link to video file.
Ans. : True
160. Autoplay attribute specifies that the video will start playing as soon as it is ready.
Ans. : True
161. Controls attribute specifies that video controls should not be displayed.
Ans. : False
162. Height attribute sets the height of the video-player.
Ans. : True

163. Loop attribute specifies that the video will start over again every time it is finished.
Ans. : True
164. Muted attribute specifies that the video output of the video should be muted.
Ans. : False
165. Poster attribute specifies on image to be shown while the video is downloading.
Ans. : True
166. Preload attribute specifies if and how the author thinks the video should be loaded when the webpage loads.
Ans. : True
167. Width attribute sets the width of the video player.
Ans. : True
168. Width attribute sets the value in pixels.
Ans. : True
169. The <source> tag cannot be used to specify multiple media resources for video as well as audio media elements.
Ans. : False

1.9 Image map in HTML5

170. An image with multiple hyperlinks is called as image map.
Ans. : True
171. Image map is used to connect links to different regions on the webpage.
Ans. : True
172. Clickable regions in Image map are called as hotspots.
Ans. : True
173. Image Maps are of four types.
Ans. : False
174. <img> tag is used to insert on image on a web page.
Ans. : True
175. Image map is created by marking certain regions on an image clickable.
Ans. : True
176. To create a server side image map use map attribute of <img> is used.
Ans. : False
177. The usemap attribute acts as a pointer which indicates that the image is a client side image map.
Ans. : True
178. Name attribute specifies name of the image used for client side image map.
Ans. : True

179. <map> tag is used to create client side image map.
Ans. : True
180. Usemap is the attribute used with <map> tag.
Ans. : False
181. <area> tag defines specifies clickable regions.
Ans. : True
182. <area> is paired tag.
Ans. : False
183. <map> tag is paired tag.
Ans. : True
184. A given <map> element can contain multiple <area> element within it.
Ans. : True
185. Src attribute defines URL to which the clickable region within the image map navigates.
Ans. : False
186. Shape attribute can value rect, circle or poly.
Ans. : True
187. Coords attribute specifies co-ordinates of the clickable region on the image map.
Ans. : True
188. Rect value specifies rectangular area within four co-ordinates.
Ans. : True
189. Circle value specifies a circular region.
Ans. : True
190. Circle requires two co-ordinates.
Ans. : False
191. Poly value defines a polygon region with co-ordinates specifying each point on the polygon.
Ans. : True
192. No coordinates are required in default value.
Ans. : True
193. Alt attribute specifies extra information about clickable area.
Ans. : True
194. Href attribute gives alternative text to the clickable region.
Ans. : False

1.10 Inline Frame in HTML5

195. The <iframe> element creates an inline frame.
Ans. : True

196. Inline frames are used in online advertising.
Ans. : True
197. Src attribute specifies the address of the document to embed in the <iframe>.
Ans. : True
198. Height attribute specifies the width of an <iframe>.
Ans. : False
199. Width attribute specifies the width of an <iframe>.
Ans. : True
200. Height and width is defined in pixels.
Ans. : True
201. Name attribute specifies name of an <iframe>.
Ans. : True
202. Srcdoc specifies the HTML content of the page to show in the <iframe>.
Ans. : True

1.11 Website Hosting

203. Web server is the service of providing storage space.
Ans. : False
204. The website is made available on the internet with the help of web hosting.
Ans. : True
205. The companies that provides web hosting services are called web host.
Ans. : True
206. Web host own and manage web servers.
Ans. : True
207. Web servers offer interrupted Internal Connectivity.
Ans. : False.
208. Shared hosting is cost effective.
Ans.: True
209. Free hosting gives domain name to your website.
Ans. : False
210. Websites which provide free hosting for limited period of time is called free hosting.
Ans. : True
211. Dedicated hosting are paid hosting servers for large website.
Ans. : True
212. You can buy your own web server space, but it is most expensive way to publish your website.
Ans. : True

MCQ (One Correct Answers)

1.1 Advanced Web Designing

1. HTML stands for ..... .
   (a) Hyper Transfer Markup Language
   (b) Hyper Text Markup Language
   (c) Hyper Transform Markup
   (d) Hyper Text Made Language

Ans. : (b)

2. The ..... is an evolving language with different versions supporting different features.
   (a) HTML (Hyper Text Markup Language
   (b) ASP (Active Server Pages)
   (c) DOM (Document Object Model)
   (d) HTTP (Hyper Text Transfer Protocol)

Ans. : (a)

3. ..... is currently used because it supports mobile technology.
   (a) DOM (b) HTTP (c) HTML5 (d) FTP

Ans. : (c)

1.2 Forms in HTML5

4. The ..... tag is used to create a form.
   (a) <input> (b) <text area> (c) <select> (d) <form>

Ans. : (d)

5. <input type = "....."> defines a color picker.
   (a) Number (b) URL (c) Color (d) Date

Ans. :(c)

6. <input type= "....."> defines a field for entering a number.
   (a) color (b) Number (c) Date (d) email

Ans. : (b)

7. <input type="....."> defines a field for entering a URL.
   (a) color (b) image
   (c) email (d) URL (Uniform Resource Locator)

Ans. : (d)

8. <input type="....."> defines an image as a submit button.
(a) Image (b) Button (c) date (d) radio
Ans. : (a)

9. <input type="....."> defines a date picker with the year, month and day.
(a) Month (b) Range (c) Date (d) Number
Ans. : (c)

10. <input type="....."> defines a field for an email address.
(a) Image (b) email (c) URL (d) Color
Ans. : (b)

11. <input type="....."> defines a month and year control in format as 'YYYY-MM'.
(a) Date (b) datetime -local
(c) Week (d) month
Ans. : (d)

12. <input type= "....."> defines the range control.
(a) time (b) search (c) range (d) file
Ans. : (c)

13. <input type= "....."> defines a date picture that includes the year, month day and time.
(a) datetime-local (b) date
(c) week (d) month
Ans. : (a)

14. <input type= "....."> defines a control for entering a time.
(a) week (b) time (c) date (d) date time-local
Ans. : (b)

15. <input type="....."> defines a week and year control.
(a) week (b) date
(c) datetime-control (d) Month
Ans. : (a)

16. <input type= "....."> defines a text field for entering a search string.
(a) File (b) Range (c) Search (d) tel
Ans. : (c)

17. <input type="....."> defines a field select field and a 'Browse' button for file uploads.
(a) tel (b) Range (c) Search (d) File
Ans. : (d)

18. <input type= "....."> used to define input fields that should contain a telephone number.
(a) tel (b) search (c) number (d) color
Ans. : (a)

19. The default range of range control is . ...
(a) 0 to 100 (b) 100 to 150 (c) 90 to 100 (d) 200 to 300
Ans. : (a)

20. The ..... attribute of <input> tag specifies that an input field should be disabled.
(a) max (b) required (c) disabled (d) auto-complete
Ans. : (c)

21. The ..... attribute of <input> tag specifies the maximum value for an input field.
(a) disabled (b) max (c) read only (d) min
Ans. : (b)

22. The ..... attribute of <input> tag specifies the minimum value for an input field.
(a) min (b) max (c) pattern (d) autofocus
Ans. : (a)

23. The ..... attribute of <input> tag specifies a regular expression to check the input values.
(a) Required (b) Multiple (c) Pattern (d) Max
Ans. : (c)

24. The ..... attribute of <input> tag specifies that an input field is read only.
(a) read only (b) placeholder
(c) disabled (d) required
Ans. : (a)

25. The ..... attribute of <input> tag acts as a temporary label showing the purpose of a text field without requiring a label tag.
(a) Pattern (b) Placeholder
(c) Multiple (d) Read only
Ans. : (b)

26. The ..... attribute of <input> tag specifies that an input field is required
(a) required (b) disabled (c) multiple (d) auto focus
Ans. : (a)

27. The ..... attribute of <input> tag specifies whether a form or input fie should have auto completed on or off.
(a) Required (b) max (c) autofocus (d) autocomplete
Ans. : (d)

28. The ..... attribute of <input> tag specifies that the input field shou automatically got focus when the page loaded.
(a) autocomplete (b) multiple
(c) autofocus (d) required
Ans. : (c)

29. The ..... attribute of <input> tag specifies the height and width of an <input type ="image">
(a) Multiple (b) Height and width
(c) disabled (d) min

Ans. : (b)

30. The ..... attribute of <input> tag specifies that the user is allowed to enter more than one value in the <input> element.
(a) Read only (b) required (c) multiple (d) pattern

Ans. : (c)

31. ..... attribute works with input types like email and file.
(a) Required (b) Multiple (c) Pattern (d) Read only

Ans. : (b)

32. The ..... attribute of <input> tag is used to identify the html element uniquely through the document object model.
(a) ID (b) Class (c) Relative (d) Grouping

Ans. : (a)

33. The ..... attribute of <input> tag is used to apply CSS style to the individual input element.
(a) Relative (b) Class (c) ID (d) Absolute

Ans. : (b)

1.3 <meta> tag

34. The ..... tag is used by search engines to search information that is provided with the web page.
(a) <input> (b) <body> (c) <form> (d) <meta>

Ans. : (d)

35. The ....., tag is placed between <head> tag.
(a) <body> (b) <meta> (c) <form> (d) <audio>

Ans. : (b)

36. ..... will not be displayed on the web page.
(a) Head data (b) Form data (c) Metadata (d) Table data

Ans. : (c)

37. The ..... attribute specifies the name of the metadata.
(a) Name (b) http-equiv (c) Content (d) Charset

Ans. : (a)

38. The ..... attribute of <meta> tag can have any textual matter related to the name.
(a) http-equiv (b) Name
(c) Content (d) Charset

Ans. : (c)

39. The ..... attribute of <meta> tag specifies the character encoding used by the document.
(a) Metadata (b) Name (c) Content (d) Charset

Ans. : (d)

40. <meta charset = "UTF – 8"> is for ..... characters.
(a) Indian (b) Japan (c) America (d) Chinese

Ans. : (a)

41. <meta charset = "Big5" is for ..... language.
(a) Indian (b) USA (c) Chinese (d) Italy

Ans. : (c)

42. The ..... attribute of <meta> tag is used for http response message headers.
(a) Name (b) http-equiv (c) content (d) Charset

Ans. : (b)

43. The page will get refresh using ..... value of http-equiv attribute.
(a) expires (b) set-cookie
(c) content-type (d) Refresh

Ans. : (d)

44. The browser sends the cookies back to the server using ..... value of http-equiv attribute.
(a) set – cookie (b) expires
(c) content-type (d) refresh

Ans. : (a)

45. The ..... value specifies the character encoding for the document.
(a) expires (b) content-type
(c) charset (d) refresh

Ans. : (b)

46. The page session will get expire at specified date and time using .. .. value of http-equiv attribute.
(a) Expires (b) Refresh
(c) set-cookie (d) content-type

Ans. : (a)

1.4 Cascading Style Sheets HTML5

47. CSS stands for ....
(a) Content Style Sheets (b) Commanding Style Sheets
(c) Cascading Style Sheets (d) Context Style Sheets
Ans. : (c)

48. ..... allows you to control the look and feel of several pages by changing a single source.
(a) ASP (b) CSS (c) PHP (d) DOM
Ans. : (b)

49. ..... indicates the HTML element you want to style.
(a) Selector (b) Declaration
(c) Property (d) Value
Ans. : (a)

50. The .... block can contain or more declarations separated by a semi colon.
(a) Declaration (b) Selector (c) Property (d) Value
Ans. : (a)

51. Each declaration contains a property name and value, separated by .....
(a) Colon (b) Comma (c) Semicolon (d) Period
Ans. : (c)

52. A ..... is a type of attribute of HTML element.
(a) Property (b) Value (c) Declaration (d) Selector
Ans. : (a)

53. ..... are assigned to CSS properties.
(a) Methods (b) Values (c) Selector (d) Property
Ans. : (b)

54. There are ..... methods of implementing styling information to an HTML document.
(a) Four (b) Five (c) Three (d) Six
Ans. : (c)

55. .... style sheet uses the style attribute in the HTML start tag.
(a) Internal (b) Inline (c) External (d) Selector
Ans. : (b)

56. .. .. CSS is used to apply CSS as an single line of element.
(a) Internal (b) External (c) Embedded (d) Inline
Ans. : (d)

57. Examples of Inline CSS is ....
(a) <body background – color : red >
(b) <body style = "background – color : red">
(c) <body class = "background – color : red">
(d) <body id = "background" – color : red">
Ans. : (b)

58. Internal CSS is also called a ..... CSS.
(a) Embedded (b) Inline (c) Inbuilt (d) External
Ans. : (a)

59. ..... style sheet is used to apply CSS a single document or page.
(a) Internal (b) Inline (c) External (d) Inbuilt
Ans. : (a)

60. Internal CSS is written inside ..... tag within head section of html.
(a) <body> (b) <style> (c) <link> (d) <title>
Ans. : (b)

61. The ..... style sheet is used when you want to make changes on multiple pages.
(a) Internal (b) External (c) Inline (d) Embedded
Ans. : (b)

62. ..... style sheet facilitates to change the look of the entire web site by changing just one file.
(a) External (b) Inline (c) Internal (d) Embedded
Ans. : (a)

63. In external CSS ..... tag should be put inside head section.
(a) <style> (b) <link> (c) <title> (d) <body>
Ans. : (b)

64. An external style sheet must be saved with ..... extension.
(a) .txt (b) .html (c) .JS (d) .CSS
Ans. : (d)

65. The ..... CSS file should not contain any HTML tags.
(a) Internal (b) Inline (c) External (d) Embedded
Ans. : (c)

66. The ..... property changes the color of text.
(a) color (b) background-color
(c) font – color (d) text-color
Ans. : (a)

67. The .... property sets background color in your webpage.
(a) background – color (b) background-bg color
(c) back color (d) color
Ans. : (a)

68. The ..... property is used make the text bold.
(a) font-color (b) font-size (c) font-weight (d) font-style
Ans. : (c)

69. The ..... property is used to make the text italics.
(a) font-weight (b) font-size
(c) font-height (d) font-style
Ans. : (d)

70. The ..... property is used to decorate the text.
(a) Text-align (b) Text-color
(c) Text-decoration (d) Decoration
Ans. : (c)

71. The ..... value of text-decoration property is used to add strike through marks.
(a) line-through (b) underline
(c) strike-through (d) overline
Ans. : (a)

72. The ..... value of text-decoration property is used to underline the text.
(a) Overline (b) line-through
(c) underline (d) strike
Ans. : (c)

73. The ..... value of text-decoration property is used to overstrike the text.
(a) Overline (b) underline (c) overstrike (d) line-through
Ans. : (a)

74. The ..... value of text-decoration property is used to remove underlines from lines.
(a) Overline (b) Underline (c) none (d) line through
Ans. : (c)

75. The ..... property is used to control the horizontal alignment of any block level text.
(a) Text-align (b) text- decoration
(c) font size (d) text size
Ans. : (a)

76. The ..... property is used to control the fonts.
(a) font-size (b) font-family
(c) font-style (d) font-weight
Ans. : (b)

77. The ..... property allows you to control the size of the font.
(a) font-style (b) font-weight
(c) font-size (d) font family
Ans. : (c)

78. The ..... property helps in controlling the horizontal spacing between characters of text.
(a) letter-spacing (b) spacing
(c) padding (d) border
Ans. : (a)

79. The ..... property is used when you want to add blank spaces around the content of an element.
(a) Border (b) letter-spacing
(c) Padding (d) Margin-left
Ans. : (c)

80. The ..... property adds a border to a web page element.
(a) padding (b) border (c) font-size (d) marginal
Ans. : (b)

81. The ..... property is used to set an image as the background of webpage.
(a) Background-color (b) Background-image
(c) Background-img (d) Image
Ans. : (b)

82. The ..... property sets margin area on the left side of the element.
(a) Margin-left (b) Padding (c) Border (d) font-style
Ans. : (a)

83. The ..... selector selects the id attribute of an HTML element to select a specific element.
(a) ID (b) Class (c) Grouping (d) Universal
Ans. : (a)

84. The ID selector is written with the ..... character followed by the id name.
(a) Period (•) (b) asterisks (*) (c) hash (#) (d) Copyright ©
Ans. : (c)

85. The ..... selector selects HTML elements with a specific class attribute.
(a) ID (b) Class (c) Grouping (d) Universal
Ans. : (b)

86. A Class selector is used with ..... character followed by the class name.
(a) Period (•) (b) asterisks (*) (c) hash (#) (d) Copyright ©
Ans. : (a)

87. The class name should not start with a .....
(a) Text (b) Character (c) Number (d) Special symbol
Ans. : (c)

88. The ..... Selector is used as a wildcard character.
(a) Grouping (b) Class (c) ID (d) Universal
Ans. : (d)

89. The ..... selector is used to select all the elements with the same style definitions.
(a) Class (b) Grouping (c) ID (d) Universal
Ans. : (b)

90. ....., are used to separate each selector in grouping.
(a) Period (b) color (c) commas (d) semicolon
Ans. : (c)

91. The ..... property is used to select position for an element.
(a) Absolute (b) Position (c) Relative (d) Fixed
Ans. : (b)

92. There are ..... types of positioning in CSS.
(a) One (b) Four (c) Six (d) Three
Ans. : (b)

93. The ..... is the default position for HTML element.
(a) Static (b) Fixed (c) Relative (d) Absolute
Ans. : (a)

94. The ..... property helps to put the text fixed on the browser.
(a) Relative (b) Static (c) Fixed (d) Absolute
Ans. : (c)

95. The ..... property forces an element into a fixed position relative to the browser
(a) Fixed (b) Static (c) Absolute (d) Relative
Ans. : (a)

96. The .... element will not move even when the page is scrolled.
(a) Absolute (b) Relative (c) Static (d) Fixed
Ans. : (d)

97. The .. .. positioning property is used to set the element relative to its normal position.
(a) Absolute (b) Relative (c) Fixed (d) Static
Ans. : (b)

98. The ..... property gets an element in a specific location and it is not affected by the flow of the page.
(a) Absolute (b) Fixed (c) Relative (d) Static
Ans. : (a)

99. Absolute positioning property positions the element at the specified coordinates relative to screen ..... corner.
(a) Top-left (b) Top-right (c) Top-bottom (d) Top-bottom.
Ans. : (a)

100. ..... is a CSS property written in CSS file or directly in the style of an element.
(a) Absolute (b) Fixed (c) Float (d) Static
Ans. : (c)

101. ..... keeps the element float on left side of container.
(a) Float : left (b) Float : right
(c) Float : none (d) Float : top
Ans. : (a)

102. ..... keeps the element float on right side of container.
(a) Float : left (b) Float : right
(c) Float : none (d) Float : top
Ans. : (b)

103. ..... is default property which shows the element as it is.
(a) Float : left (b) Float : right
(c) Float : none (d) Float : top
Ans. : (c)

104. The ..... Property is CSS defines how the components are going to be placed on the web page.
(a) Static (b) Fixed (c) Display (d) Relative
Ans. : (c)

105. The ..... Property is used to define the display of different parts of a web-page.
(a) display (b) static (c) Fixed (d) absolute
Ans. : (a)

106. ..... Value is used to display an element as an inline element.
(a) Inline (b) Block (c) None (d) Block-inline
Ans. : (a)

107. ..... is used to display an element as an block element.
(a) Inline (b) Block (c) None (d) Block-mline
Ans. : (b)

108. ..... Value is used to set width and height.
(a) Inline (b) Block (c) None (d) Block-inline
Ans. : (d)

109. Using ..... Value element is completely removed.
(a) Inline (b) Block (c) None (d) Block-inline
Ans. : (c)

1.5 Ordered list or numbered list

110. The ..... tag defines an Ordered list.
(a) (b) (c) <dt> (d)
Ans. : (b)

111. A ..... list can be numerical or alphabetical.
(a) Ordered (b) Unordered
(c) Definition (d) None
Ans. : (a)

112. The ..... attribute is used to specify the numbering type for the used items.
(a) Reversed (b) start (c) Type (d) Name
Ans. : (c)

113. The default value of type attribute of ordered list is .....
(a) I (b) a (c) 1 (d) 10
Ans. : (c)

114. The ..... Attribute specifies that the items of the lists are specified in the reverse order.
(a) type (b) reverse (c) Start (d) Name
Ans. : (b)

115. The ..... specifies the starting number of the first item in an ordered list.
(a) Type (b) Reversed (c) start (d) Name
Ans. : (c)

1.6 Unordered list or bulleted list

116. An Unordered list is created using ..... tag.
(a) (b) (c) <dd> (d) <dt>
Ans. : (b)

117. ..... list is also called as bulleted list.
(a) Unordered (b) Ordered (c) Dataset (d) lists
Ans. : (a)

118. Each list item starts with .... tag.
(a) <dd> (b) <dt> (c) (d)
Ans. : (d)

119. The ..... attribute of <ul> tag sets the list item marked to disc, circle or square.
(a) type (b) start (c) name (d) reversal
Ans. : (a)

120. The ..... is the default value of type attribute of <ul> tag.
(a) Disc (b) square (c) circle (d) bullet
Ans. : (a)

1.7 Definition list

121. To define a definition list ..... tag is used.
(a) <dd> (b) <dl> (c) <dt> (d)
Ans. : (b)

122. The ..... tag is used to define the term.
(a) (b) <dd> (c) <dt> (d) <dl>
Ans. : (c)

123. The ..... is used to define term's definition.
(a) <dd> (b) <dt> (c) <dl> (d)
Ans. : (a)

124. The list within another list is called ..... list.
(a) listed (b) tested (c) none (d) nested.
Ans.: (d)

1.8 Inserting audio and video in HTML5

125. MPEG stands for .....
(a) Making Pictures Expert Groups (b) Moving pictures Experts Group
(c) Managing Pictures Expert Groups (d) Merging Pictures Expert Groups
Ans. : (b)

126. AAC stands for .....
(a) Auto Audio coding (b) Arrange Audio Coding
(c) Advanced Audio Coding (d) Advanced Arrange Coding
Ans. : (c)

127. The ..... element enables to embed or add audio files an webpages.
(a) <audio> (b) <video> (c) <style> (d) <img>
Ans. : (a)

128. Using ..... attribute of <audio> tag the audio will start playing as soon as it is ready.
(a) Controls (b) Src (c) loop (d) Autoplay
Ans. : (d)

129. The ..... attribute of <audio> tag defines the audio controls should be displayed.
(a) loop (b) muted (c) controls (d) Src
Ans. : (c)

130. The ..... attribute of <audio> tag sets the audio will start over again, every time it is finished.
(a) loop (b) controls (c) Src (d) muted
Ans. : (a)

131. The ..... attribute of <audio> tag specifies that the audio output should be muted.
(a) Src (b) Controls (c) Autoplay (d) muted
Ans. : (d)

132. The ..... attribute of <audio> tag specifies the URL of the audio file.
(a) muted (b) loop (c) Src (d) controls
Ans. : (c)

133. The ..... attribute is used to add audio controls such as play, pause and volume.
(a) loop (b) controls (c) autoplay (d) Src
Ans. : (b)

134. The ..... tag is used to specify multiple media resources for media elements.
(a) (b) <img> (c) <style> (d) <source>
Ans. : (d)

135. The ..... tag is used to embed video into web page.
(a) <video> (b) <audio> (c) <style> (d) <img>
Ans. : (a)

136. The ..... attribute defines the link to video file.
(a) Autoplay (b) Height (c) Src (d) loop
Ans. : (c)

137. The ..... attribute specifies that the video will start playing as soon as it is ready.
(a) Controls (b) Autoplay (c) loop (d) Muted
Ans. : (b)

138. The ..... attribute specifies that video controls should be displayed
(a) controls (b) loop (c) autoplay (d) muted
Ans. : (a)

139. The ..... attributes sets the height of the video player.
(a) Width (b) loop (c) Muted (d) height
Ans. : (d)

140. The ..... attribute specifies that the video will start over again every time it is finished.
(a) Muted (b) loop (c) Controls (d) Autoplay
Ans. : (b)

141. The ..... attribute specifies that the audio output of the video should be muted.
(a) controls (b) loop (c) Muted (d) Height
Ans. : (c)

142. The ..... attribute an image to be shown while the video is downloading.
(a) Poster (b) URL (c) Autoplay (d) Muted
Ans. : (a)

143. The ..... attribute specifies if and how the author thinks the video should be loaded when the web page loads.
(a) Poster (b) width (c) controls (d) preload
Ans. : (d)

144. The ..... attribute sets the width of the video player.
(a) Muted (b) width (c) loop (d) controls
Ans. : (b)

1.9 Image map in HTML5

145. An image with multiple hyperlinks is called an .....
(a) links (b) Navigation
(c) Hyperlinks (d) Image map
Ans. : (d)

146. ..... is used to connect links to different regions on the web page.
(a) links (b) hotspots (c) Image map (d) Hyper links
Ans. : (c)

147. The clickable regions of image map are called as .....
(a) hotspots (b) Image map (c) Hyperlinks (d) links
Ans. : (a)

148. ..... tag is used to insert an image on a web page.
(a) <image> (b) <img> (c) <body> (d) <head>
Ans. : (b)

149. To create a Client Side Image Map ..... attribute of <img> tag is used.
(a) Ismap (b) Nomap (c) usemap (d) Mymap
Ans. : (c)

150. Usemap attribute of <img> tag is used with value which is preceded with a ..... symbol.
(a) # (b) @ (c) $ (d) •
Ans. : (a)

151. The ..... attribute acts as a pointer which indicates that the image is a Client Side Image Map.
(a) Ismap (b) Nomap (c) Mymap (d) usemap
Ans. : (d)

152. The ..... tag is used to map the image.
(a) <img> (b) <map> (c) <area> (d) <body>
Ans. : (b)

153. The ..... attribute of <map> tag specifies name of the image used for client side image map.
(a) src (b) href (c) Name (d) alt
Ans. : (c)

154. ..... tag defines the specific clickable regions.
(a) <map> (b) <img> (c) <body> (d) <area>
Ans. : (d)

155. The ..... attribute of <area> tag defines the URL to which the clickable region within the image map navigates.
(a) Href (b) Src (c) URL (d) Link
Ans. : (a)

156. The ..... attribute defines the shape as rect, circle or poly.
(a) Coords (b) shape (c) alt (d) Href
Ans. : (b)

157. The ..... attribute specifies co-ordinates of the clickable regions on the image map.
(a) shape (b) alt (c) coords (d) Href
Ans. : (c)

158. The ..... attribute specifies extra information about clickable area.
(a) Coords (b) shape (c) href (d) alt
Ans. : (d)

159. ..... value of shape attribute of <area> tag specifies rectangular area
(a) Rect (b) Circ (c) Poly (d) triangle
Ans. : (a)

160. Rect specifies rectangular area with ..... co-ordinates.
(a) three (b) six (c) eight (d) four
Ans. : (d)

161. ..... value of shape attribute of <area> tag defines a circular region.
(a) Rect (b) Circ (c) Poly (d) Star
Ans. : (b)

162. Circle defines the circular region which requires ..... co-ordinates.
(a) three (b) two (c) six (d) seven
Ans. : (a)

163. ..... value of shape attribute of <area> tag defines polygon region.
(a) Circ (b) Rect (c) Triangle (d) Poly
Ans. : (d)

1.10 Inline Frame in HTML5

164. The ..... element creates an inline frame.
(a) <body> (b) <frame> (c) <link> (d) <iframe>
Ans. : (d)

165. ..... frames are often used in online advertising.
(a) Inline (b) Internal (c) External (d) Embedded
Ans. : (a)

166. The ..... attribute specifies the address of the document to embed in the <iframe>.
(a) Height (b) Width (c) Src (d) Name
Ans. : (c)

167. The ..... attribute specifies the height of an <iframe> tag.
(a) Name (b) Height (c) Width (d) Srcdoc
Ans. : (b)

168. The ..... attributes specific the width of an <iframe> tag.
(a) Width (b) Height (c) Name (d) Src
Ans. : (a)

169. The ..... attribute specifies name of an <iframe> tag.
(a) Srcdoc (b) Src (c) Width (d) Name
Ans. : (d)

170. The .... attribute specifies the HTML content of the page to show in the <iframe> tag.
(a) Src (b) Srcdoc (c) Name (d) Height
Ans. : (b)

1.11 Website Hosting

171. Website is made available on the Internet with the help of .....
(a) Website (b) Web space
(c) Web world (d) Web hosting
Ans. : (d)

172. ..... is the service of providing storage space.
(a) Website (b) Web hosting
(c) Web world (d) web page
Ans.: (b)

173. The Companies that provides web hosting services are called .....
(a) Web hosts (b) Web page (c) Web site (d) Browser
Ans. : (a)

174. ..... own and manage web servers.
(a) Website (b) Web page (c) Web Hosts (d) Web link
Ans. : (c)

175. ..... hosting gives domain name to you website.
(a) free (b) fixed (c) Dedicated (d) shared
Ans. : (d)

176. ..... are paid hosting servers for large web site
(a) free (b) dedicated hosting
(c) fixed (d) shared
Ans. : (b)

177. ..... provides you free hosting of the website for limited period of time.
(a) free hosting (b) fixed
(c) shared (d) Dedicated hosting
Ans. : (a)

MCQ (Two Correct Answers)

1.1 Advanced Web Designing

1. The major browsers which support features of HTML5 are
(a) Windows Explorer (b) Microsoft Edge
(c) Google Chrome (d) My files
Ans. : (b), (c)

1.2 Forms in HTML5

2. Default range of range control is ..... to .. ..
(a) 0 (b) 100 (c) 120 (d) 200
Ans. : (a), (b)

3. Following are the values of type attribute of <input> tag
(a) Minimum (b) Maximum (c) date (d) email
Ans. : (c), (d)

4. Following attributes of <input> tag are used to specify mirumum and maximum value for input field .....
(a) min (b) disabled (c) multiple (d) max
Ans. : (a), (d)

5. Multiple value of type attribute of <input> tag works with ..... and .....
(a) email (b) file (c) week (d) month
Ans. : (a), (b)

6. <input type = "month"> defines a _____ and _____ control in "yyyy-mm" format.
(a) Time (b) Month (c) Year (d) Week
Ans. : (b), (c)

7. Following are the attributes of <input type = "image">.
(a) width (b) min (c) required (d) height
Ans. : (a), (d)

8. Auto complete attribute of <input> tag has _____ and _____ values.
(a) on (b) off (c) start (d) stop
Ans. : (a), (b)

1.3 <meta> tag

9. Following are the attributes of <meta> tag .....
(a) Charset (b) email (c) http-equiv (d) file
Ans. : (a), (c)

10. Following are the values of http-equiv attribute of <meta> tag .....
(a) month (b) refresh (c) image (d) expires
Ans. : (b), (d)

11. Charset attribute of <meta> tag use .... for Indian characters and ..... for Chinese characters.
(a) UFT-8 (b) Big 5 (c) UTF-2 (d) Big B
Ans. : (a), (b)

1.4 Cascading Style Sheets HTML5

12. A CSS rule set contains .. .. and .... block.
(a) value (b) selector (c) Declaration (d) Property
Ans. : (b), (c)

13. Examples of declaration are .....
(a) H1 {color : green} (b) b {font – size : 11px}
(c) h1 (color : green) (d) b (font-style = 11px)
Ans. : (a), (b)

14. Text decoration property is used to add .....
(a) line-through (b) strike-through
(c) underline (d) justify
Ans. : (a), (c)

15. Text-align property has following values .....
(a) Middle (b) Center (c) top (d) Justify
Ans. : (b), (d)

16. In CSS following properties are used to position the lement.
(a) Top (b) Bottom (c) Middle (d) Mid
Ans. : (a), (b)

17. Following are the values of border property.
(a) Solid (b) Liquid (c) Groove (d) Gentle
Ans. : (a), (c)

18. ID selector is written with ..... character followed by id name and class selector is written with ..... character followed by class name.
(a) asterisk (*) (b) Dollar ($) (c) hash (#) (d) period (•)
Ans. : (c), (d)

19. Types of positioning in CSS are .....
(a) Form (b) Constant (c) Fixed (d) static
Ans. : (c), (d)

20. Following are the types of floating properties .....
(a) float : left (b) float : right (c) float : top (d) float : bottom
Ans. : (a), (b)

21. Following are the values of Display properties
(a) Middle (b) Inline (c) Block (d) top
Ans.: (b), (c)

22. Font style property has following values _____.
(a) solid (b) italic (c) groove (d) oblique
Ans.: (b), (d)

23. Value of font size property can be in _____.
(a) pt (b) mp (c) px (d) mx
Ans.: (a), (c)

1.5 Ordered list or numbered list

24. An ordered list can be ..... or .....
(a) Static (b) Numerical (c) Constant (d) Alphabetical
Ans. : (b), (d)

25. Following are the values of type attribute are <ol> tag ....
(a) I (b) 1 (c) 5 (d) z
Ans. : (a), (b)

26. Following are the attributes of <ol> tag ....
(a) Alphabet (b) start (c) Number (d) Reversed
Ans. : (b), (d)

1.6 Unordered list or bulleted list

27. List item starts with <li> tag in ..... and ..... tags
(a) <dd> (b) <dt> (c) (d)
Ans. : (c), (d)

28. Following are the values of type attribute of <ul> tag .....
(a) circle (b) triangle (c) square (d) bold
Ans. : (a), (c)

1.7 Definition list

29. To create items in definition list and ..... and ..... tag are used.
(a) <dt> (b) <dd> (c) <dm> (d)
Ans. : (a), (b)

30. Examples of nested list are ..... and .....
(a) Double list (b) Single level list
(c) Multi level list (d) Grouping list
Ans. : (b), (c)

1.8 Inserting audio and video in HTML5

31. Common audio formats are .....
(a) .acc (b) .mp3 (c) .mp4 (d) .webm
Ans. : (a), (b)

32. Following are attributes of <audio> tag .....
(a) width (b) autoplay (c) muted (d) height
Ans. : (b), (c)

33. Following attributes of <audio> tag does not have any values.
(a) controls (b) arc (c) loop (d) muted
Ans. : (a), (d)

34. Following are common video formats .....
(a) .mp3 (b) .aac (c) .mp4 (d) .webM
Ans. : (c), (d)

35. Following are the attributes of <video> tag .....
(a) href (b) Src (c) loop (d) link
Ans. : (b), (c)

36. Preload attribute of <video> tag have following values .....
(a) Src (b) width (c) auto (d) Metadata
Ans. : (c), (d)

37. To set the width and height of video following attributes of <video> tag are used .....
(a) top (b) bottom (c) width (d) height
Ans. : (c), (d)

1.9 Image map in HTML5

38. Image maps are of two types .....
(a) My side (b) client side (c) Host side (d) server side
Ans. : (b), (d)

39. Tags used to define Client Side Image Map are .....
(a) <img> (b) <link> (c) <map> (d) <alt>
Ans. : (a), (c)

40. A given ..... element can contain multiple ..... element with it.
(a) <map> (b) <area>
(c) <link> (d) <body>
Ans. : (a), (b)

41. Following are the attributes of <area> tag.
(a) Href (b) Src (c) link (d) coords
Ans. : (a), (d)

42. Shape attribute of <area> tag can have following values.
(a) Square (b) Rect (c) Circle (d) Star
Ans. : (b), (c)

1.10 Inline Frame in HTML5

43. Attributes of <iframe> tag are .....
(a) Src (b) href (c) loop (d) Srcdoc
Ans. : (a), (d)

1.11 Website Hosting

44. Types of Web Hosting are .....
(a) Fixed hosting (b) Shared Hosting
(c) Dedicated hosting (d) My Hosting
Ans. : (b), (c)

MCQ (Three Correct Answers)

1.1 Advanced Web Designing

1. The major browsers which support features of HTMLs are .....
(a) Google Chrome (b) Window explorer
(c) My Documents (d) Safari
(e) Opera (f) My files
Ans. : (a), (d), (e)

2. Following form controls are used to collect different kinds of user inputs.
(a) text (b) textbox (c) radio button
(d) checkbox (e) radio (f) option button
Ans. : (a), (d), (e)

1.2 Forms in HTML5

3. <input type = "date"> defines a date picker with the ....., ... and .....
(a) week (b) Date (c) year
(d) month (e) day (f) Mthname
Ans. : (c), (d), (e)

4. Following are the valid values of type attribute of <input> tag ....
(a) link (b) date (c) list
(d) email (e) file (f) start
Ans. : (b), (d), (e)

5. Following are the valid attributes of <input> tag ....
(a) autofocus (b) link (c) pattern
(d) list (e) multiple (f) start
Ans. : (a), (c), (e)

1.3 <meta> tag

6. Following are the attributes of <meta> tag .....
   (a) Content (b) Charset (c) Name
   (d) Min (e) Max (f) Minimum

Ans. : (a), (b), (c)

7. Name attribute of <meta>tag specifies the name of meta data like ...., ... or .....
   (a) Content (b) author (c) Keywords
   (d) Src (e) Description (f) Desc

Ans. : (b), (c), (e)

8. Following are the valid values of http-equiv attribute of <meta> tag .....
   (a) Refresh (b) expires (c) get-cookie (d) make-cookie
   (e) set-cookie (f) get-value

Ans. : (a), (b), (e)

1.4 Cascading Style Sheets HTML5

9. Following are the types of CSS .....
   (a) Inline (b) Internal (c) Object (d) External
   (e) Multiple (f) Multilevel

Ans. : (a), (b), (d)

10. Text-decoration property is used to add .....
   (a) Strike-through (b) line-through
   (c) underline (d) overline
   (e) middle line (f) Line between

Ans. : (b), (c), (d)

11. Text-align property has following value ....
   (a) left (b) top (c) right (d) Center
   (e) middle (f) Joint

Ans. : (a), (c), (d)

12. Following are valid CSS properties.
   (a) Mg-color (b) Bg-color (c) Color (d) Background-image
   (e) Background – color (f) Fg-color

Ans. : (c), (d), (e)

13. Following are the valid CSS properties used to control fonts .. ... .
   (a) font-figure (b) font-family (c) font-style
   (d) font-weight (e) font-color (f) font-face

Ans. : (b), (c), (d)

14. The elements can be positioned using ..... properties.
   (a) top (b) bottom (c) middle (d) right
   (e) up (f) down

Ans. : (a), (b), (d)

15. Types of Positioning in CSS are .....
   (a) Static (b) Fixed (c) Absolute (d) Mixed
   (e) Firm (f) Constant

Ans. : (a), (b), (c)

16. Following are the type of floating properties
   (a) Float : mid (b) Float : top (c) Float : left
   (d) Float : none (e) Float : right (f) Float : min

Ans. : (c), (d), (e)

17. Following are the values of Display Property .....
   (a) Internal (b) Inline (c) Block (d) Block-inline
   (e) Outline (f) Between

Ans. : (b), (c), (d)

1.5 Ordered list or numbered list

18. Following are the valid values of type attribute of <ol> tag .....
   (a) I (b) 1 (c) a (d) 2
   (e) 0 (f) C

Ans. : (a), (b), (c)

19. Following are the attributes of <ol> tag .....
   (a) loop (b) type (c) Name (d) Reversed
   (e) start (f) src

Ans. : (b), (d), (e)

1.6 Unordered list or bulleted list

20. Following are the valid values of type attribute of <ul> tag ....
   (a) rectangle (b) square (c) triangle (d) circle
   (e) Disc (f) diamond

Ans. : (b), (d), (e)

1.8 Inserting audio and video in HTML5

21. Following are the common Audio format .....
(a) .mp3 (b) .aac (c) .mp4 (d) .ogg
(e) .Webm (f) .www
Ans. : (a), (b), (d)

22. Following are the attribute of <audio> tag .....
(a) Width (b) Controls (c) loop (d) muted
(e) Height (f) Depth
Ans. : (b), (c), (d)

23. Following attributes of <audio> and <video> tags does not have any values.
(a) Autoplay (b) Controls (c) Src (d) Muted
(e) loop (f) Href
Ans. : (a), (b), (d)

24. Following are the common video formats .....
(a) .mp3 (b) .mp4 (c) .ogg (d) .webM
(e) .aac (f) .mp9
Ans. : (b), (c), (d)

25. Following are the attributes of <video> tag .....
(a) Height (b) links (c) href (d) loop
(e) muted (f) video
Ans. : (a), (d), (e)

26. Following are the valid values of preload attribute of <video> tag .....
(a) Auto (b) Metadata (c) None (d) Autoplay
(e) Autopause (f) SetData
Ans. : (a), (b), (c)

1.9 Image map in HTML5

27. Tags used to define Client Side Image Map are .....
(a) <link> (b) <img> (c) <href> (d) <map>.
(e) <area> (f) <image>
Ans. : (b), (d), (e)

28. Following are the values of shape attribute of <area> tag .....
(a) rect (b) circle (c) square (d) star
(e) poly (f) triangle
Ans. : (a), (b), (e)

29. Following are the attributes of <area> tag.
(a) href (b) src (c) width (d) alt
(e) height (f) src doc
Ans. : (a), (b), (d)

1.10 Inline Frame in HTML5

30. Following are the attributes of <iframe> tag
(a) Src (b) Name (c) Srcdoc (d) loop
(e) href (f) width
Ans. : (a), (b), (c)

1.11 Website Hosting

31. Types of Web hosting are .....
(a) Fixed hosting (b) Dedicated hosting
(c) formal hosting (d) shared hosting
(e) free hosting (f) No hosting
Ans. : (b), (d), (e)

Match the pair

1.2 Forms in HTML5

(I)

	A		B
(1)	<input type = "color">	(a)	Defines image as submit button
(2)	<input type = "number">	(b)	Define the color picker
(3)	<input type = "url">	(c)	Defines date picker
(4)	<input type = "image">	(d)	Defines a field for entering number
		(e)	Defines a field for entering URL

Ans. : (1) – (b), (2) – (d), (3) – (e), (4) – (a)

(II)

	A		II
(1)	<input type = "date">	(a)	Defines month and year control
(2)	<input type = "email">	(b)	Defines a range control
(3)	<input type = "month">	(c)	Defines week control
(4)	<input type = "range">	(d)	Defines a date picker
		(e)	Defines field for email address

Ans. : (1) – (d), (2) – (e), (3) – (a), (4) – (b)

(III)

	A		B
(1)	<input type = "datetime – local">	(a)	Defines a control for entering a time
(2)	<input type = "time">	(b)	Defines a date picker
(3)	<input type = "week">	(c)	Defines a file select field
(4)	<input type = "search">	(d)	Defines a text field for entering a search string
(5)	<input type = "file">	(e)	Defines a week and year control
(6)	<input type = "tel">	(f)	Defines color picker
		(g)	Defines input field that contains telephone number.

Ans. : (1) – (b), (2) – (a), (3) – (e), (4) – (d), (5) – (c), (6) – (g)

(IV)

	A		B
(1)	Disabled	(a)	Specifies regular expression to check input values
(2)	Max	(b)	Specifies that an input field should be disabled
(3)	Min	(c)	Specifies maximum value for an input field
(4)	Pattern	(d)	Specifies height and width
		(e)	Specifies minimum value for an input field

Ans. : (1) – (b), (2) – (c), (3) – (e), (4) – (a)

(V)

	A		B
(1)	Read only	(a)	Specifies that an input field is required
(2)	Placeholder	(b)	Specifies that input field is read only
(3)	Required	(c)	This acts as a temporary label
(4)	Autocomplete	(d)	Specifies whether a form should have auto-complete ON or OFF
		(e)	Defines a control for entering time

Ans. : (1) – (b), (2) – (c), (3) – (a), (4) – (d)

1.3 <meta> tag

(I)

	A		B
(1)	Name	(a)	Used for http response message headers
(2)	Content	(b)	Specifies the name of meta data
(3)	Charset	(c)	It can have any textual matter related to the name
(4)	http-equiv	(d)	Specifies the character encoding used by the document
		(e)	Changes color of the text

Ans. : (1) – (b), (2) – (c), (3) – (d), (4) – (a)

1.4 Cascading Style Sheets HTML5

(I)

	A		B
(1)	Selector	(a)	It contains declarations separated by semicolon
(2)	Declaration Block	(b)	It is a type of attribute of HTML document
(3)	Property	(c)	These are assigned to CSS properties
(4)	Value	(d)	It indicates the HTML element you want to style
		(e)	Inline CSS

Ans. : (1) – (d), (2) – (a), (3) – (b), (4) – (c)

(II)

	A		B
(1)	Font-weight	(a)	Used to control fonts
(2)	Font- style	(b)	Used to bold text
(3)	Font –family	(c)	Used to italicize text
(4)	Font-size	(d)	Used to control size of the font
		(e)	Changes the color of the text

Ans. : (1) – (b), (2) – (c), (3) – (a), (4) – (d)

(III)

	A		B
(1)	Background-color	(a)	Changes the color of the text
(2)	Color	(b)	Sets the image as background of the web page
(3)	Background image	(c)	Sets the background color of the web page
(4)	Border	(d)	Use to bold text
		(e)	Adds the border to the webpage

Ans. : (1) – (c), (2) – (a), (3) – (b), (4) – (e)

(IV)

	A		B
(1)	Text-decoration	(a)	This property is used to control horizontal alignment of text
(2)	Text- align	(b)	This property is used to add blank spaces around the content of element.
(3)	Letter-spacing	(c)	This property is used to control horizontal spacing between characters.
(4)	Padding	(d)	This property is used to add underline, overline effects.
		(e)	Used to italicize text

Ans. : (1) – (d), (2) – (a), (3) – (c), (4) – (b)

(V)

	A		B
(1)	Class selector	(a)	Used as wild character
(2)	ID Selector	(b)	Written with hash (#) character
(3)	Universal Selector	(c)	Written with period (•) character
(4)	Grouping Selector	(d)	Use to select all the elements with same style definitions
		(e)	Sets the position of the text

Ans. : (1) – (c), (2) – (b), (3) – (a), (4) – (d)

(VI)

	A		B
(1)	Static Positioning	(a)	This property forces an element into fixed position
(2)	Fixed Positioning	(b)	This property sets an element in a specific location
(3)	Relative Positioning	(c)	Selects Id attribute of HTML element
(4)	Absolute positioning	(d)	This property is used to set the element relative to its normal position
		(e)	This property is default position for HTML elements

Ans. : (1) – (e), (2) – (a), (3) – (d), (4) – (b)

1.5 Ordered list or numbered list

(I)

	A		B
(1)		(a)	Defines values for the list
(2)	Type	(b)	Displays list items in reverse order
(3)	Reversed	(c)	Specifies starting number of list
(4)	Start	(d)	Specifies list items
		(e)	Defines ordered list

Ans. : (1) – (e), (2) – (a), (3) – (b), (4) – (c)

1.6 Unordered list or bulleted list

(I)

	A		B
(1)		(a)	Create unordered list
(2)		(b)	Sets the list item marker to a circle
(3)	Type = "circle">	(c)	Sets the list item marker to square
(4)	Type = "square">	(d)	The list items will not be marked
		(e)	Specifies list items

Ans. : (1) – (a), (2) – (e), (3) – (b), (4) – (c)

1.7 Definition list

(I)

	A		B
(1)	<dl>	(a)	Tag used to define term
(2)	<dd>	(b)	Tag used to define term's definition
(3)	<dt>	(c)	Used to define unordered list
(4)	Nested list	(d)	Defines definitions list
		(e)	List within another list

Ans. : (1) – (d), (2) – (b), (3) – (a), (4) – (e)

1.8 Inserting audio and video in HTML5

(I)

	A		B
(1)	<audio>	(a)	Advanced Audio Coding
(2)	Mp3	(b)	Automated Arrange Control
(3)	Aac	(c)	Open container and free audio format
(4)	Ogg	(d)	This element enables you to add audio files an webpages
		(e)	Motion picture expert group

Ans. : (1) – (d), (2) – (e), (3) – (a), (4) – (c)

(II)

	A		B
(1)	Autoplay	(a)	Specifies URL of audio/video file
(2)	Controls	(b)	The audio-video controls should be displayed
(3)	Loop	(c)	This audio will start playing as soon as it is ready
(4)	Src	(d)	Sets the height of the audio/video player
		(e)	Video / audio will start over again every time it is finished.

Ans. : (1) – (c), (2) – (b), (3) – (e), (4) – (a)

(III)

	A		B
(1)	Muted	(a)	Sets the height of the video player
(2)	Height	(b)	Specifies if and how the author should be loaded when webpage loads.
(3)	Poster	(c)	Sets the width of the video player
(4)	Preload	(d)	Specifies that the audio output of the video should be muted
		(e)	Specifies on image to be shown while video is downloading

Ans. : (1) – (d), (2) – (a), (3) – (e), (4) – (b)

1.9 Image map in HTML5

(I)

	A		B
(1)	<img>	(a)	It is used to connect links to different regions on the web page
(2)	<map>	(b)	Defines the clickable regions
(3)	<area>	(c)	It specifies name of image used for client side image map
(4)	Image map	(d)	Clickable regions are called as hotspots
		(e)	It is used to insert image on the web page

Ans. : (1) – (e), (2) – (c), (3) – (b), (4) – (a)

(II)

	A		B
(1)	Href	(a)	It can have value rect, circle and poly
(2)	Shape	(b)	Image with multiple hyperlinks
(3)	Coords	(c)	Defines URL to which the clickable region within the image map navigators
(4)	Alt	(d)	Specifies coordinates of the clickable regions
		(e)	Specifies extra information about clickable area

Ans. : (1) – (c), (2) – (a), (3) – (d), (4) – (e)

1.10 Inline Frame in HTML5

(I)

	A		B
(1)	Name	(a)	Specifies the HTML content of the page to show the <iframe>
(2)	Src	(b)	Specifies name of the <iframe>
(3)	Height	(c)	Specifies the address of the document to embed in the <iframe>
(4)	Srcdoc	(d)	Specifies the width of an <iframe>
		(e)	Specifies the height of an <iframe>

Ans. : (1) – (b), (2) – (c), (3) – (e), (4) – (a)

1.11 Website Hosting

(I)

	A		B
(1)	Web host	(a)	It gives domain name to your website
(2)	Shared Hosting	(b)	Websites providing free hosting for limited period
(3)	Dedicated Hosting	(c)	Computer with internet domain system
(4)	Free hosting	(d)	Owns and manages web servers
		(e)	These are paid hosting servers for large websites

Ans. : (1) – (d), (2) – (a), (3) – (e), (4) – (b)

Answer in Brief

1.2 Forms in HTML5

1. Explain advanced <input> elements in HTML5 ?

Ans. :

Input type	Description
<input type="color">	Defines a color picker
<input type="number">	Defines a field for entering a number
<input type="url">	Defines a field for entering a URL.
<input type="image">	Defines an image as a submit button.
<input type="date">	Defines a date picker with the year, month and day
<input type="email">	Defines a field for an e-mail address
<input type="month">	Defines a month and year control in format is "YYYY-MM"
<input type="range">	Define a range control. Default range is 0 to 100.
<input type="datetime-local">	Defines a date picker that includes the year, month, day and time.
<input type="time">	Defines a control for entering a time.
<input type="week">	Defines a week and year control.
<input type="search">	Defines a text field for entering a search string like a site search or Google search.

Input type	Description
<input type="file">	Defines a file-select field and a "Browse" button for file uploads.
<input type="tel">	Used to define input fields that should contain a telephone number.

2. Explain the list of common input restrictions which can be used for validation purpose?

Ans. : Following is the list of some common input restrictions is given below, few of which can be used for validation purpose.

Attribute	Description
Disabled	Specifies that an input field should be disabled.
Max	Specifies the maximum value for an input field.
Min	Specifies the minimum value for an input field.
Pattern	Specifies a regular expression to check the input values.
read only	Specifies that an input field is read only (cannot be changed).
placeholder	This acts as a temporary label showing the purpose of a text field without requiring a label tag.
Required	Specifies that an input field is required (must be filled out).
autocomplete	Specifies whether a form or input field should have autocomplete On or Off.
autofocus	Specifies that the input field should automatically get focus when the page loads.
height and width	Specifies the height and width of an <input type="image">
Multiple	Specifies that the user is allowed to enter more than one value in the <input> element. This works with input types like email and file.

1.3 <meta> tag

3. Explain <meta> tag?

Ans. :

1) HTML <meta> tag is used to represent the metadata about the HTML document. It specifies page description, keywords, copyright, language, author of the documents, etc.

2) The metadata does not display on the webpage, but it is used by search engines, browsers and other web services which scan the site or webpage to know about the webpage

3) With the help of meta tag, you can experiment and preview that how your webpage will render on the browser. The <meta> tag is placed within the <head> tag, and it can be used more than one times in a document.

4. Explain attributes of <meta> tag?

Ans. : Attributes of <meta> tag

Attribute	Values	Description
Name	The value of the name attribute can be related to any of the following : i) Author ii) Description iii) Keywords iv) copyright e.g. <meta name = "author" >	Specifies the Name of the meta- data like the author, keywords or description.
Content	It can have any textual matter related to the name as in eg. (i) <meta name = "author" content = "Balbharti"> (ii) <meta name = "description" content = "Advance web de- signing"> (iii) <meta name = "keywords" content = "html5, learn html5, list in html 5">	Here content of author is balbharati. Here the value for content attribute specifies name of the topic advance web designing. Here the values for content attribute are given as keywords like html5 , learn html5 etc.
Charset	UTF-8, Big5 e.g <meta charset="UTF-8"> <meta charset="Big5">	Specifies the character encoding used by the document, This is called a character encoding declaration. UTF-8 For Indian characters Big5 – for Chinese characters
http-equiv	refresh , set-cookie, content-type, expires, e g. <meta http- equiv="refresh" content="5">	Used for http response message headers. Here the page will get refresh after every 5 seconds.

Attribute	Values	Description
	<meta http-equiv="set-cookies"> <meta http-equiv="content-type"content="text/ html"charset= 'Big5">> <meta http-equiv="expires" content="userid=pqr; expires=Wednesday, 8-feb-2018 23:59:59 GMT;">	The browser sends the cookies back to the server Specifies the character encoding for the document Here page session will get expire at specified date and time.

1.4 Cascading Style Sheets HTML5

5. Explain Cascading Style Sheets.

Ans. :

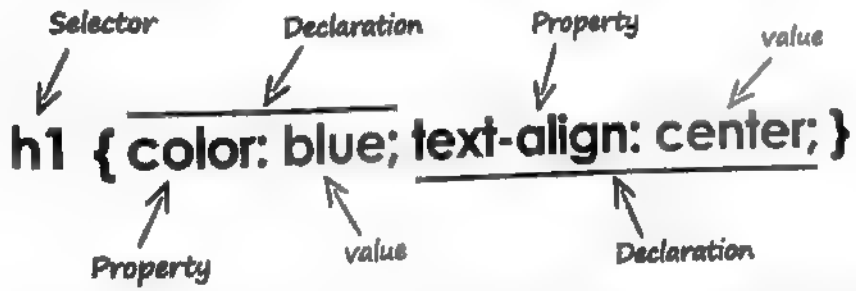
- CSS stands for Cascading Style Sheets. CSS is a standard style sheet language used for describing the presentation (i.e. the layout and formatting) of the web pages. CSS can either be attached as a separate document or embedded in the HTML document itself. There are three methods of including CSS in an HTML document. Internal, External and Inline Style Sheets.

6. Explain Cascading Style Sheets (CSS) syntax.

Ans. : CSS Syntax :-

1) A CSS style sheet consists of a set of rules that are interpreted by the web browser and then applied to the corresponding elements such as paragraphs, headings, etc. in the document.

2) A CSS rule have two main parts, a selector and one or more declarations :



3) The selector specifies which element or elements in the HTML page the CSS rule applies to. Whereas, the declarations within the block determines how the elements are formatted on a webpage.

4) Each declaration consists of a property and a value separated by a colon (:) and ending with a semicolon (;), and the declaration groups are surrounded by curly braces { }

7. Explain Inline CSS.

Ans. :

1) Inline style sheet uses the style attribute in the HTML tag.
2) Inline CSS is used to apply CSS on a single line or element.
3) For example XII Information Technology

8. Explain Internal/Embedded CSS.

Ans. :

1) Internal CSS is used to apply CSS on a single document or page.
2) It is written inside <head> section of html.

9. Explain External CSS.

Ans. :

1) External CSS is used when we want to make changes on multiple pages.
2) It uses <link> tag which is placed inside head section.

10. Explain various CSS properties.

Ans. :

Property	Use	Value	Example
Color	Changes The Color Of The Text	Color Name	H1{Color: Maroon}
Background-Color	To Set The Background Color In Your Webpage	Color Name	Body{Background-Color:Yellow}
Font-Weight	Used To Bold Text	Bold Or 100, 200…900	P{Font-Weight:300}
Font-Style	Used To Italicize Text	Italic, Oblique Or Normal	P{Font-Style:Italic}
text-decoration	This Property Is Used To Add 1. Strike-Through Marks 2. Underline 3. Overstrike 4. To Remove Underlines From Links	1. Line-Through 2. Underline 3. Overline 4. None	P{Text-Decoration: Underline} A{Text-Decoration: None}
Text-Align	This Property Is Use To Control The Horizontal Alignment Of Any Block-Level Text That Are Paragraphs, Tables And Other Elements	Left, Right, Center Or Justify	H1{Text-Align:Center}

Property	Use	Value	Example
Font-Family	This Is Used To Control The Fonts	Font Name	P{Font-Family:Arial}
Font-Size	This Property Allows You To Control The Size Of The Font	Px, In, Mm, Cm, Pt	P{Font-Size:10px}
FONT-STYLE	This property changes the style of the font	Italic	B{font-style:italic}
Letter-Spacing	This Helps In Controlling The Horizontal Spacing Between Characters Of Text	Px, In, Mm, Cm, Pt	H1{Letter-Spacing. 5pt}
Padding	This Property Is Used When You Want To Add Padding (Blank Spaces) Around The Content Of An Element.	Pixel	H1{Padding:30px}
Border-STYLE	This Property Adds A Border To A Webpage Element	Solid, Double, Groove, Ridge, Inset, Outset, Dotted Or Dashed	H1{Border-style:groove}
Border-COLOR	This property changes the color of the border	Red	H1{border-color:red}
BORDER-WIDTH	This property increases the width of the border	PX, PT	H1{border-width:10pt}
Background-Image	To Set An Image As The Background Of Your Webpage	Url("X") Where X Is The Path Of Image File	Body{Background-Image: Url('Background. Jpg')}
Margin-Left	Sets Margin Area On The Left Side Of The Element.	Px,Pt,Cm Etc.	H1{Margin-Left;10px}

11. Explain CSS Id Selector.

Ans. : The id selector is used to define style rules for a *single* or *unique* element. The id selector is defined with a hash sign (#) immediately followed by the id value.

12. Explain CSS Class Selector.

Ans. : The class selectors can be used to select any HTML element that has a class attribute. All the elements having that class will be formatted according to the defined rule. The class selector is defined with a period sign (.) immediately followed by the class value. Class name should not start with a number.

13. Explain CSS Universal Selector.

Ans. : The universal selector is used as wildcard character, denoted by an asterisk (*), matches every single element on the page.

14. Explain CSS Group Selector.

Ans. : Often several selectors in a style sheet share the same style rules declarations. You can group them into a comma-separated list to minimize the code in your style sheet. It also prevents you from repeating the same style rules over and over again.

15. Explain Positioning in CSS.

Ans. : Positioning elements appropriately on the web pages is a necessity for a good layout design.

Syntax is :-

Selector(position:value; top:value;bottom:value;left:value;right:value}

Following are four(4) methods in CSS that you can use for positioning elements.

1) Static Positioning :

A static position is the default position for html element, A static positioned element is always positioned according to the normal flow of the page. HTML elements are positioned static by default. Static positioned elements are not affected by the top, bottom, left, right, and z-index properties.

2) Fixed Positioning

This property helps to put the text fixed on the browser.

3) Relative Positioning :

The relative positioning property is used to set the element relative to its normal position.

4) Absolute Positioning

This property sets an element in a specific location and it is not affected by the flow of the page.

16. Explain Float Property

Ans. : Float is a CSS property written in CSS file . It defines the flow of the content.

Following are the types of floating properties :

1. **float : left :** this keeps the element float on left side of the container
2. **float : right :** this keeps the element float on right side of container
3. **float : none :** this is default property i.e. this shows the element as it is.

17. Explain Display Property.

Ans. : The display property defines how the components are going to be placed on the web page.

Syntax :

display : value;

where values are :

inline : it is used to display an element as an inline element.

block : it is used to display an element as an block element. it starts on a new line, and takes up the whole width of the browser window.

block-inline : this value is very similar to inline element but the difference is that you are able to set the width and height.

none : the element is completely removed.

1.5 Ordered List or Numbered List

18. Explain Ordered list or Numbered List.

Ans. : The <ol> tag defines the ordered list. It can be numbered or alphabetical. Attributes used are :-

Attribute	Values	Description
Type	"1" /"a"/"T"/"i"	1 is default value and other values specify the numbering type for the used items.
Reversed	Reversed	This attribute specifies that the items of the list are specified in the reverse order.
Start	Number	Specifies the starting number of the first item in an ordered list.

1.6 Unordered List or Bulleted List

19. Explain Unordered list or Bulleted List.

Ans. : Unordered list is created by <ul> tag. It is also called as bulleted list.

Attribute	Values	Description
Type	Disc, Square, circle	Defines the type of the list as circ le, square , disc. Default is disc.

1.7 Definition List

20. Explain Definition List & Nested list.

Ans. : Definition List :-

The definition list is created using <dl> element. The <dl> element is used in conjunction with the <dt> element which specify a term, and the <dd> element which specify the term's definition.

Nested List

List within another list either ordered or unordered list is called nested list.

1.8 Inserting Audio and Video in HTML5

21. Explain <audio> tag with attributes.

Ans. : The newly introduced HTML5 <audio> element provides a standard way to embed audio in web pages. File formats supported in audio are mp3, aac, ogg etc. The <source> tag is sued to add multiple files for media elements.

Syntax is :-

<audio src="music.mp3" type="audio/mpeg" controls> </audio>

Attributes of <audio> tag :-

Attribute	Values	Description
Autoplay	-	The audio will start playing as soon as it is ready
Controls	-	The audio controls should be displayed (i.e. play/pause button etc.)
loop	Value	The audio will start over again, every time it is finished
muted	-	This Specifies that the audio output should be muted
src	URL	Specifies the URL of the audio file

22. Explain <video> tag with attributes.

Ans. : <video> tag

The newly introduced HTML5 <video> element provides a standard way to embed video in web pages. File formats supported in video are mp4, ogg, WebM etc. The <source> tag is sued to add multiple files for media elements.

Syntax is :-

<video src="video.mp4" controls> </video>

Attributes of <video> tag are :-

Attribute	Values	Description
Src	URL	Defines link to video file
autoplay	-	Specifies that the video will start playing as soon as it is ready
controls	-	Specifies that video controls should be displayed (such as a play/pause button etc).
height	Pixels	Sets the height of the video player
loop	Value	Specifies that the video will start over again, every time it is finished

Attribute	Values	Description
muted	-	Specifies that the audio output of the video should be muted
poster	URL	Specifies an image to be shown while the video is downloading, or until the user hits the play button
preload	1. Auto 2. metadata 3. none	Specifies if and how the author thinks the video should be loaded when the webpage loads
width	Pixels	Sets the width of the video player

1.9 Image map in HTML5

23. Explain Image Mapping.

Ans. :

1. An image map allows you to define hotspots on an image that acts just like a hyperlink. Image maps are of two type Client side Image Maps and server Side Image Maps.
2. Tags used to define Client Side Image Maps are :
   1. **<img>** → It is used to insert image on the web page.
   2. **<map>.. </map>** → It specifies name of the image used for client side image map.
   3. **<area>** → It defines the clickable region.

Attributes of <area> tag are :

Attribute	Description
Href	Defines the URL to which the clickable region within the image-map navigates.
Shape	It can value rect, circle or poly.
coords	Specifies co-ordinates of the clickable regions on the image-map.
Alt	Specifies extra information about clickable area. It is the alternative text to the clickable region.

1.10 Inline Frame in HTML5

24. Explain <iframe> tag.

Ans. : An iframe or inline frame is used to display external objects including other web pages, within a web page, its is sued for online advertisements etc. The <iframe> tag is used to create inline frames.

Attributes of <iframe> tag are :

Attribute	Values	Description
Src	URL	Specifies the address of the document to embed in the<iframe>
Height	Pixel	Specifies the height of an<iframe>
Width	.Pixels	Specifies the width of an<iframe>
Name	Text	Specifies name of an <iframe>
srcdoc	HTML_code	Specifies the HTML content of the page to show in the <iframe>

1.11 Web Hosting

25. What is web hosting?

Ans. : Web hosting is the service of providing storage space. The website is made available on the internet with the help of web hosting.

26. What is web host?

Ans. : The companies that provides web hosting services are called web hosts. Web hosts own and manage web servers. These web servers offer uninterrupted internet connectivity.

Types of web hosting :

Types of web hosting are :

1. **Shared hosting :** It is cost effective. It gives domain name to your website.
2. **Free hosting :** There are some hosting websites which provide you free hosting of the website for limited period of time.
3. **Dedicated hosting :** These are paid hosting servers for large websites.

Programs for Practice

Examples of advanced input elements

1. **Design a web page that should accept Personal Details of the user i.e. name of the user along with date and time values. The Page must contain submit button.**

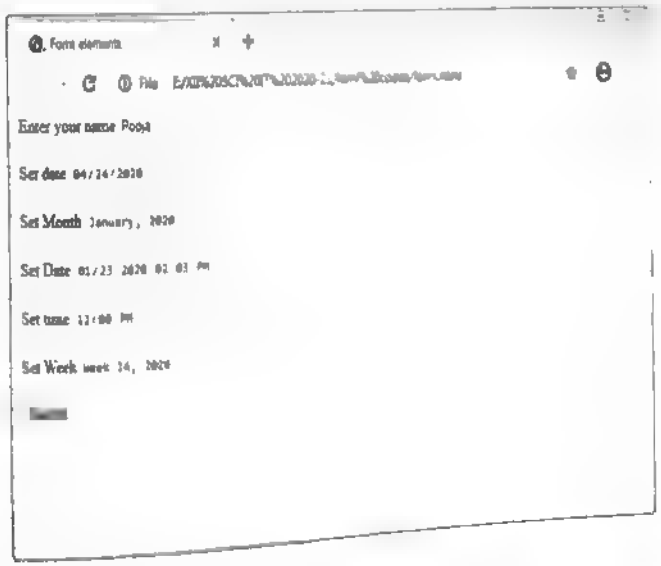
Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Form Date & Time elements
</title>
```



```
</head>
<body>
<form name="f1">
Enter your name
<input type="text" name="t1" autocomplete="on"><br><br>
Set date
<input type="date"><br><br>
Set Month
<input type="month"><br><br>
Set Date
<input type="datetime-local"><br><br>
Set time
<input type="time"><br><br>
Set Week
<input type="week"><br><br>
<input type="submit" name="b1" value="Submit">
</form>
</body>
</html>
```

Output :



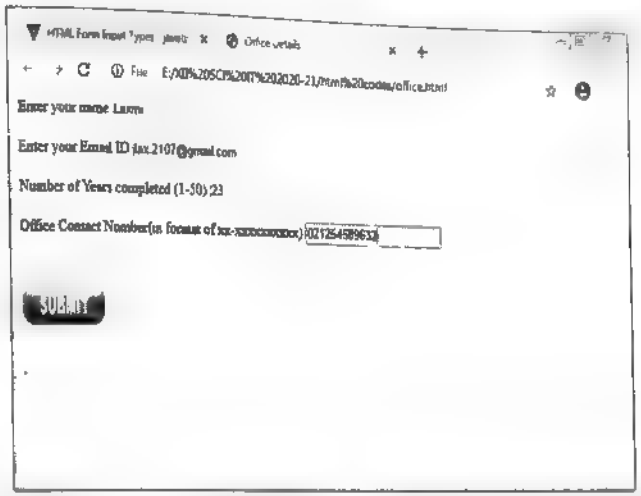
2. **Design a web page that should accept name of the user, Email ID, Number of years completed in office, Office phone number(compulsory), image with submit button.**

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Office Details
</title>
</head>
<body>
<form name="f1">
Enter your name
<input type="text" name="t1" autocomplete="off"><br><br>
Enter your Email ID
<input type="email" name="emailid"><br><br>
Number of Years completed (1-50)
<input type="number" min="1" max="50"><br><br>
Office Contact Number(in format of xx-xxxxxxxxxx)
<input type="tel" name="contact" pattern="[0-9] {2}-[0-9] {10}"
required><br><br>
<input type="image" src="E:\XII SCI IT 2020-21\html codes\submit.jpg"
alt="Submit" width="100" height="100">
</form>
</body>
</html>
```


Output :



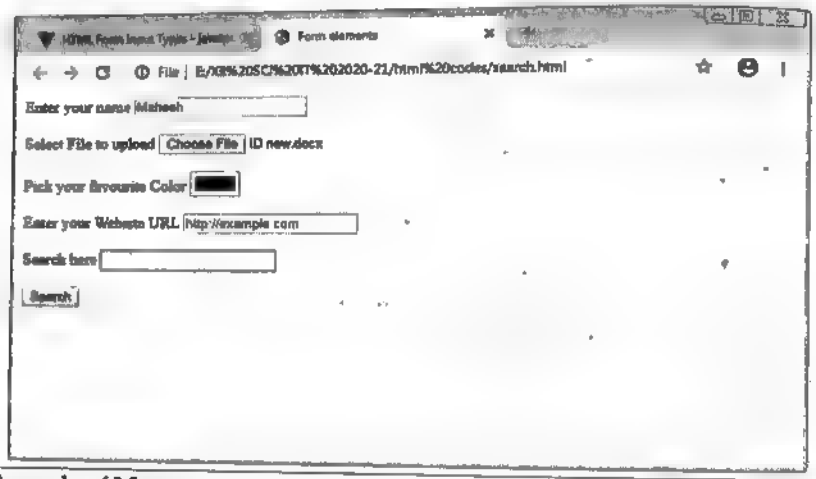
3. **Design a web page that should accept name of the user, select file for upload, color picker tool, website URL, search and submit button.**

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Form elements
</title>
</head>
<body>
<form name="f1">
Enter your name
<input type="text" name="t1" autocomplete="on"><br><br>
Select File to upload
<input type="file" name="newfile"><br><br>
Pick your favourite Color
<input type="color" name="color"><br><br>
Enter your Webiste URL
<input type="url" name="website" placeholder="http://example.com"><br><br>
Search here
```

```
<input type="search" name="s"><br><br>
<input type="submit" name="b1" value="Search">
</form>
</body>
</html>
```

Output :

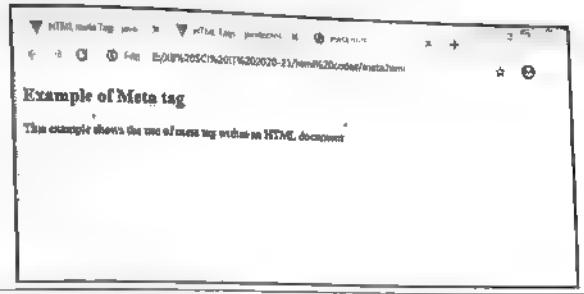


4. Example of Meta tag

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<meta charset="utf-8">
<meta name="keywords" content="Form elements">
<meta name="description" content="input elementts">
<meta name="author" content="thisauthor">
<meta http-equiv="refresh" content="5 url=file:///E:/XII%20SCI
%20IT%202020-21/html%20codes/form.html">
</head>
<body>
<h2>Example of Meta tag</h2>
<p>This example shows the use of meta tag within an HTML document</p>
</body> </html>
```


Output :

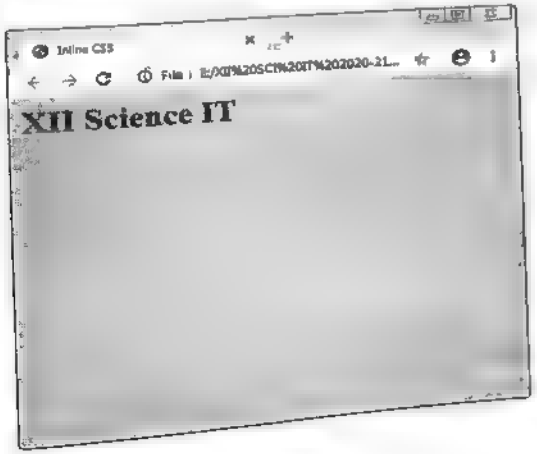


5. Example of Inline CSS

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Inline CSS
</title>
</head>
<body style="background-color:pink">
<b style="color:red;font-size:25pt">XII Science IT</b>
</body>
</html>
```

Output :



6. Example of Internal CSS.

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Internal CSS
</title>
<style>
h1{border-style:dotted}
body{background-color:skyblue}
</style>
</head>
<body>
<h1 align="center">Internal CSS</h1>
</body>
</html>
```

Output :

7. Example of External CSS

Ans. :

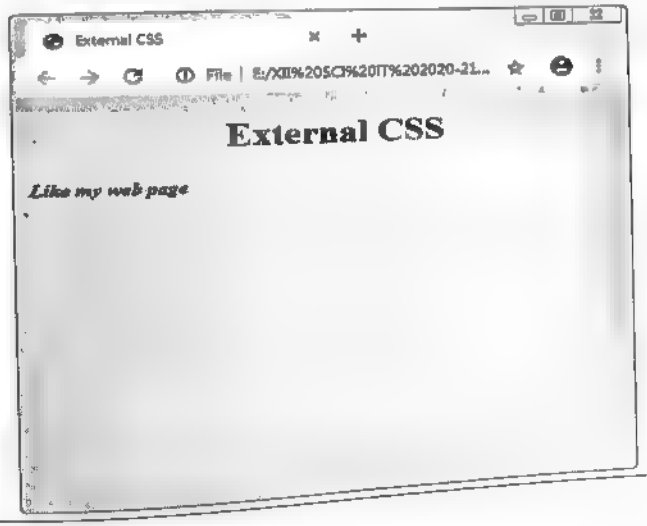
Coding :

```
Externalcss.html
<!DOCTYPE html>
<html>
```



```
<head>
<title>
External CSS
</title>
<link rel="stylesheet" type="text/css" href="style.css">
</head>
<body>
<h1 align="center">External CSS</h1>
<b>Like my web page</b>
</body>
</html>
Style.css
h1{color:green}
b{font-style:italic}
body{background-color:pink}
```

Output :



8. Example of Id selector

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
```

```
ID Selector
</title>
<style>
#abc{letter-spacing:20pt;color:red}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<b id="abc">Welcome to my web page</b>
</body>
</html>
```

Output :

9. Example of Class selector

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Class Selector
</title>
<style>
.xyz{word-spacing:20pt;background-color:aqua}
</style>
</head>
```



```
<body>
<h1 align="center">Welcome</h1>
<b class="xyz">Welcome to my web page</b>
</body>
</html>
```

Output :

10. Example of Universal Selector

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Universal Selector
</title>
<style>
*{padding:30pt;color:green}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<b>Welcome to my web page</b>
</body> </html>
```

Output :

11. Example of Group selector

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Grouping Selector
</title>
<style>
h1,h2,h3{color:green}
</style>
</head>
<body>
<h1 align="center">Welcome</h1>
<h2 align="center">To</h2>
<h3 align="center">I.T.</h3>
</body>
</html>
```

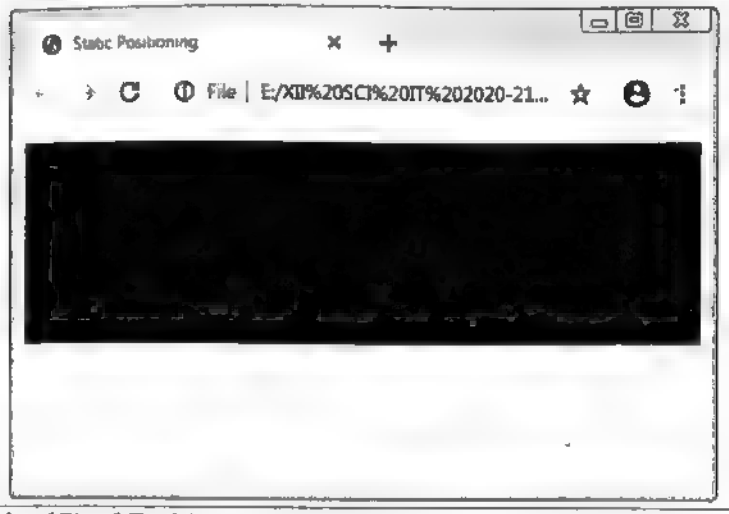

Output :

12. Example of Static Positioning in CSS.

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Static Positioning
</title>
<style>
.static{position:static;color:green;background-color:red;padding:20pt}
</style>
</head>
<body>
<p class="static">
Yoga is the best fitness regime for your body, heart and mind, Yoga is the best
therapy to keep your mind and body calm. Nothing else would help you calm
your mind and heart as Yoga does when you are suffering stress and anxiety. Yoga
is the practice for a healthy body, mind, soul and heart
</p>
</body>
</html>
```

Output :



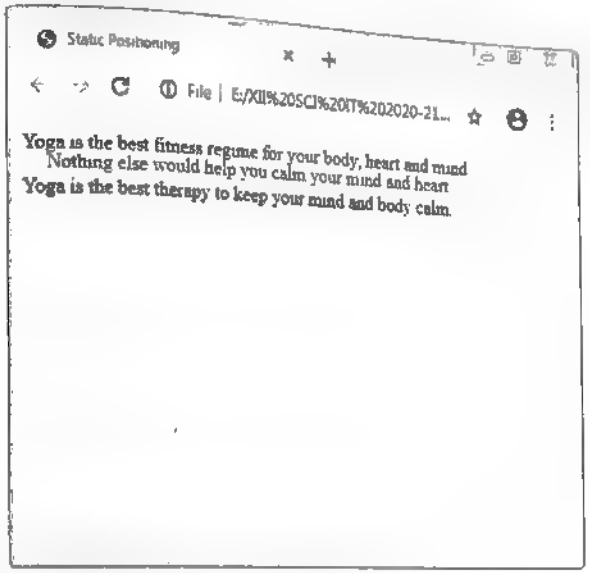
13. Example of Fixed Positioning in CSS.

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Fixed Positioning
</title>
<style>
.fixed{position:fixed;color:green;top:15px;right:120px}
</style>
</head>
<body>
<p>Yoga is the best fitness regime for your body, heart and mind</p>
<p>Yoga is the best therapy to keep your mind and body calm. </p>
<p class ="fixed">Nothing else would help you calm your mind and heart </p>
</body>
</html>
```


Output :



14. Example of Relative Positioning in CSS.

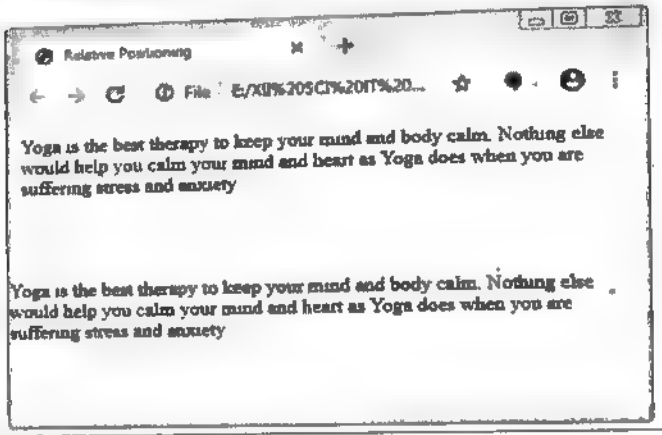
Ans. :

Coding :-

```
<!DOCTYPE html>
<html>
<head>
<title>
Relative Positioning
</title>
<style>
.rel{position:relative;top:55px;right:10px}
</style>
</head>
<body>
<p>
Yoga is the best therapy to keep your mind and body calm. Nothing else would
help you calm your mind and heart as Yoga does when you are suffering stress
and anxiety  </p>
<p class="rel">
```

```
Yoga is the best therapy to keep your mind and body calm. Nothing else would
help you calm your mind and heart as Yoga does when you are suffering stress
and anxiety </p>
</body>
</html>
```

Output :



15. Example of Absolute Positioning in CSS.

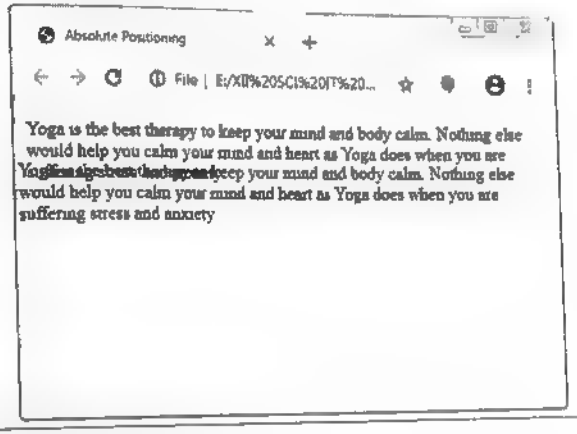
Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Absolute Positioning
</title>
<style>
.abs{position:absolute;top:35px;right:10px}
</style>
</head>
<body>
<p>
Yoga is the best therapy to keep your mind and body calm. Nothing else would
help you calm your mind and heart as Yoga does when you are suffering stress
and anxiety </p>
<p class="abs">
```



```
Yoga is the best therapy to keep your mind and body calm. Nothing else would
help you calm your mind and heart as Yoga does when you are suffering stress
and anxiety </p>
</body>
</html>
```

Output :



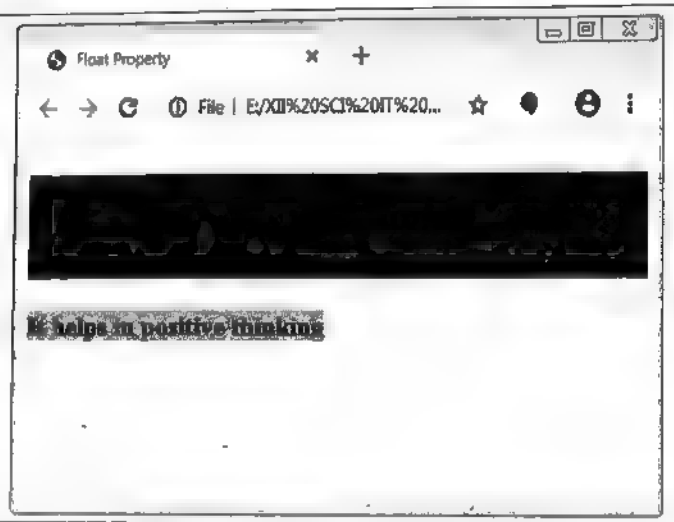
16. Example of Float property.

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Float Property
</title>
<style>
.left{float:left;background-color:green}
.right{float-right;font-size:15pt;background-

color:gold}
</style>
</head>
<body>
<h1 class="left">Yoga is the best therapy to keep your
```

```
mind and body calm</h1>
<b class="right">It helps in positive thinking</b>
</body>
</html>
```



17. Example of Display Property

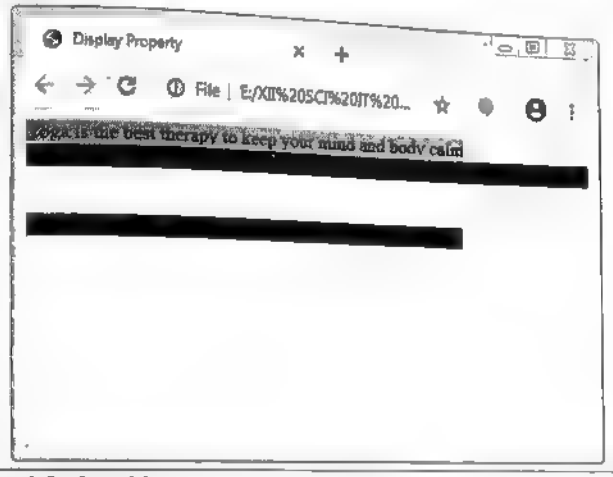
Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Display Property
</title>
<style>
p{display:inline;background-color:aqua}
b{display:block;background-color:red}
i{display:block-inline;background-color:red}
</style>
</head>
<body>
<p>
Yoga is the best therapy to keep your mind and body calm </p>
```



```
<b>Yoga is the best therapy to keep your mind and body calm</b><br><br>
<i>Yoga is the best therapy to keep your mind and body calm</i>
</body>
</html>
```

Output :



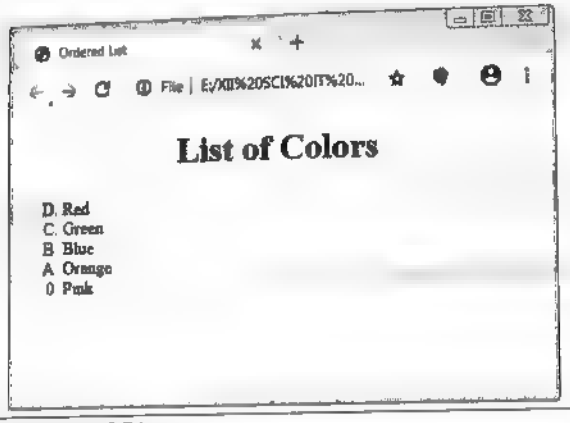
18. Example of Ordered List

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
Ordered List
</title>
</head>
<body>
<h1 align="center">List of Colors</h1>
<ol start="4" type="A" reversed>
<li>Red</li>
<li>Green</li>
<li>Blue</li>
<li>Orange</li>
<li>Pink</li>
```

```
</ol>
</body>
</html>
```

Output :



19. Example of UnOrdered List

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>
UnOrdered List
</title>
</head>
<body>
<h1 align="center">List of Applications</h1>
<ul>
<li>MS Word</li>
<li>MS Excel</li>
<li>MS Powerpoint</li>
<li>HTML</li>
<li>Javascript</li>
</ul>
</body>
</html>
```


Output :

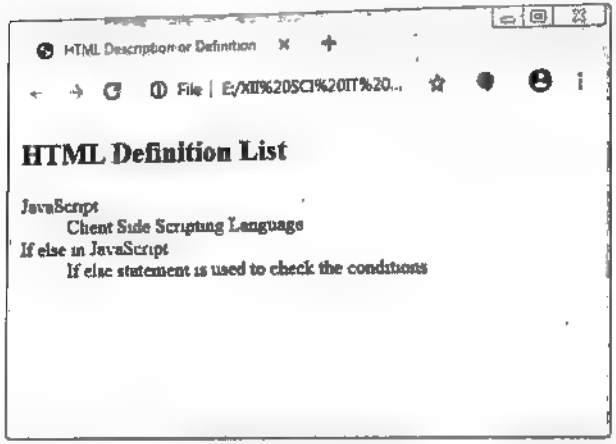
20. Example of Definition List

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>HTML Description or Definition List</title>
</head>
<body>
<h2>HTML Definition List</h2>

<dl>
<dt>JavaScript</dt>
<dd>Client Side Scripting Language</dd>
<dt>If else in JavaScript</dt>
<dd>If else statement is used to check the conditions</dd>
</dl>
</body>
</html>
```

Output :



21. Example of Nested List

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>Nested Lists</title>
</head>
<body>
<h1>Nested List</h1>
<ul>
<li>Libre Office</li>
<li>Advanced Web Design</li>
<ol>
<li>Forms</li>
<li>Meta Tags</li>
<li>Hyperlinks</li>
</ol>
<li>JavaScript</li>
<ul style="list-style-type:circle">
<li>Data types</li>
```



```
<li>If statements</li>
<li>Loops</li>
</ul>
</ul>
</body>
</html>
```

Output :

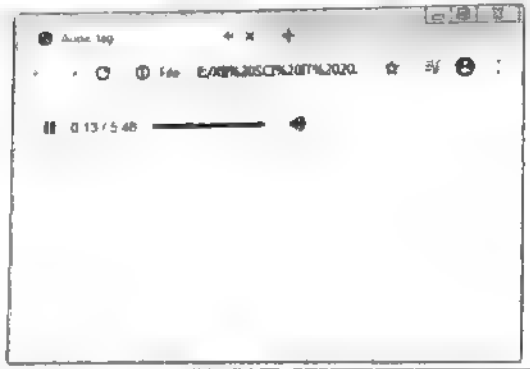
22. Example of <audio> tag

Ans. :

```
<!DOCTYPE html>
<html>
<head>
<title>Audio tag</title>
</head>
<body>
<audio controls muted autoplay loop="5">
<source src="C:\Users\Public\Music\Sample Music

\Kalimba.mp3" type="audio/mpeg">
</audio>
</body>
</html>
```

Output :

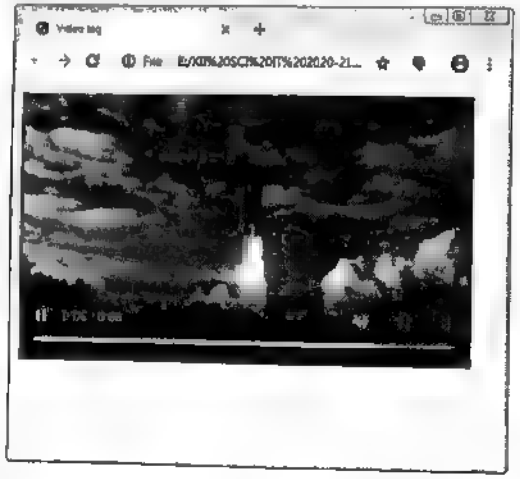


23. Example of <video> tag

Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>Video tag</title>
</head>
<body>
<video src="C:\Users\Public\Videos\Sample Videos \shuttle.mp4" controls
width="500" height= '300" loop="4" muted poster="C:\Users\Public\Pictures\Sample
Pictures\Penguins.jpg" autoplay>  </video>
</body>
</html>
```

Output :

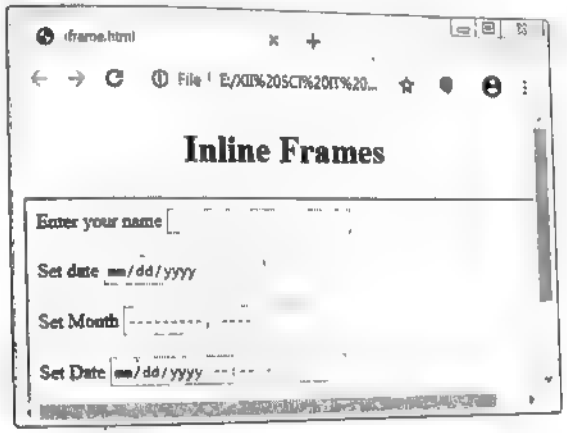


24. Example of <iframe> tag

Ans. :

```
<!DOCTYPE html>
<html>
<body>
<h1 align="center">Inline Frames</h1>
<iframe src="E:\XII SCI IT 2020-21\html codes \form.html" width="500"
height="250"></iframe>
</body>
</html>
```

Output :



Extra CSS Examples

1. Write a program using html with following CSS specifications :-
   (a) The background color of the College name should be in red color.
   (b) The text color of the College name should be yellow color.
   (c) The description of the college should be paragraph with right align.

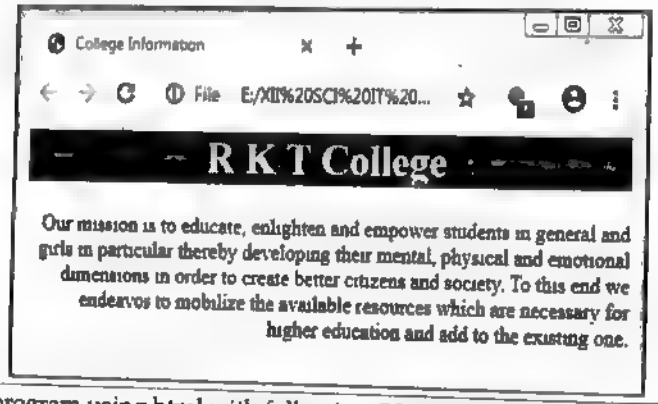
Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
College Information
```

```
</title>
<style>
h1{background-color:red;color:yellow}
p{text-align:right}
</style>
</head>
<body>
<h1 align="center">R K T College</h1>
<p>
Our mission is to educate, enlighten and empower students in general and girls in particular thereby developing their mental, physical and emotional dimensions in order to create better citizens and society. To this end we endeavor to mobilize the available resources which are necessary for higher education and add to the existing one. </p>
</body>
</html>
```

Output :



2. Write a program using html with following CSS specifications :
   (a) The page should contain heading as XII IT in blue color
   (b) Create Unordered List of topics in IT
   (c) Change the font to comic Sans

Ans. :

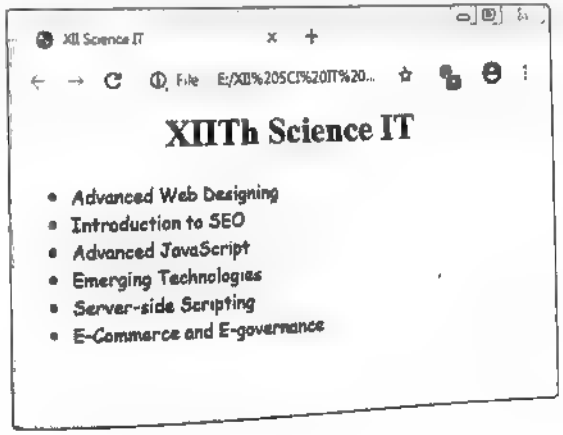
Coding :

```
<!DOCTYPE html>
<html>
<head>
```



```
<title>
XII Science IT
</title>
<style>
h1{color:blue}
ul{font-family:Comic Sans MS}
</style>
</head>
<body>
<h1 align="center">XIITh Science IT</h1>
<ul>
<li>Advanced Web Designing</li>
<li>Introduction to SEO</li>
<li>Advanced JavaScript</li>
<li>Emerging Technologies</li>
<li>Server-side Scripting</li>
<li>E-Commerce and E-governance</li>
</ul>
</body>
</html>
```

Output :



3. Write a program using html with following CSS specifications :
   (a) To create a form that should accept name, age, date of appointment from the user
   (b) Create submit button to send the data.
   (c) The heading of the form should have orange background color with different font style

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
User Registration Form
</title>
<style>
h1{background-color:orange;font-style:oblique}
</style>
</head>
<body>
<h1 align="center">User Registration Form</h1>
<form>
Enter Name
<input type="text" name="t1"><br><br>
Enter Age
<input type="number" name="age"><br><br>
Select Date of Appointment
<input type="date" name="doa"><br><br>
<input type="submit" name="b1" value="Submit">
</form>
</body>
</html>
```


Output :

4. Write a program using html with following CSS specifications :-
   (a) To create a form that should accept name, number of present students (compulsory), time and file to upload from the user
   (b) Create submit button to send the data.
   (c) The heading of the form should have border with blank spaces around the contents

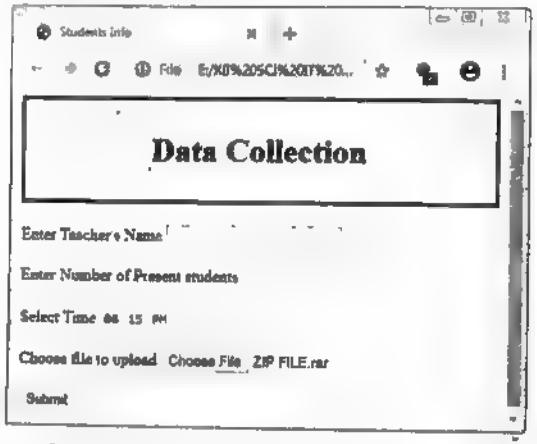
Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Students Info
</title>
<style>
h1{border-style:double;padding:30px}
</style>
</head>
<body>
<h1 align="center">Data Collection</h1>
<form>
Enter Teacher's Name
```

```
<input type="text" name="t1"><br><br>
Enter Number of Present students
<input type="number" name="stud" required><br><br>
Select Time
<input type="time"><br><br>
Choose file to upload
<input type="file"><br><br>
<input type="submit" value="Submit" name="b1">
</form>
</body>
</html>
```

Output :



5. Write a program using html with following CSS specifications :-
   (a) To create a form that should accept name, contact number of office (compulsory), month, number of years completed (between 1 – 30) from the user.
   (b) Create submit button to send the data and refresh button to reload the page.
   (c) The heading of the form should have border, text color should be red.

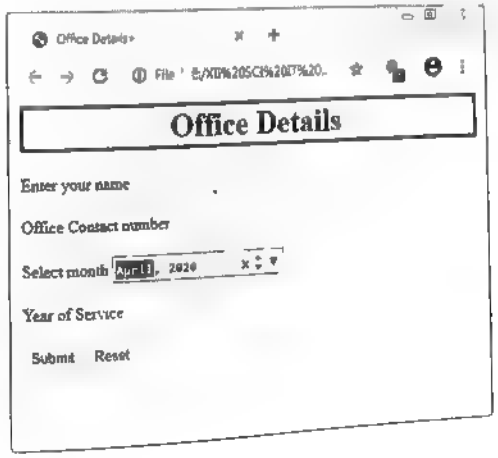
Ans. : Coding :

```
<!DOCTYPE html>
<html>
<head>
<title>
Office Details
```



```
</title>
<style>
h1{border-style:solid;color:red}
</style>
</head>
<body>
<form>
<h1 align="center">Office Details</h1>
Enter your name
<input type="text" name="nm"><br><br>
Office Contact number
<input type="tel" pattern="[0-9] {3}-[0-9] {4}-[0-9] {4}" required><br><br>
Select month
<input type="month"><br><br>
Year of Service
<input type="number" name="yos" min="1" max="30"><br><br>
<input type="submit" name="btn" value="Submit">
<input type="reset" name="rs">
</form>
</body>
</html>
```

Output :



6. Write a program using html to create inline frame. It should contain image.

Ans. :

Coding :

```
<!DOCTYPE html>
<html>
<body>
<iframe src="C:\Users\Public\Pictures\Sample Pictures\Penguins.jpg"
width="400" height="250"
name="img">
</body>
</html>
```

Output :

Self Assessment

Time :- 1 hr **Marks 40**

Q. 1 Fill in the blanks **(05)**

1. In _____ CSS <link> tag is written inside <head> section.
2. <input type="image"> defines an _____ as a submit button.
3. _____ indicates the HTML element you want to style.
4. _____ are used to separate each selector in grouping.
5. The <ol> tag defines _____ list.

Q. 2 True or False **(05)**

1. <dl> tag is used to define definition list.
2. An image with multiple hyperlinks is called an image map.
3. Length attribute is used to specify height of an <iframe>.
4. An unordered list can be numerical or alphabetical.
5. Shared hosting is cost effective.

Q. 3 MCQ one correct alternative. **(05)**

1. The companies that provides ____ services are called web hosts.
   a) Web Hosting b) New Hosting
   c) Frame Hosting d) Work Hosting
2. _____ attribute of <area> tag can value rect, circle or poly.
   a) Coords b) Shape
   c) href d) alt
3. The _____ element is used to specify the audio files which the browser may use.
   a) Audio b) Video
   c) Source d) Href
4. The _____ property defines the flow of the content.
   a) Inline b) Block
   c) Heading d) float
5. The _____ selector selects HTML elements with a specific class attribute.
   a) ID b) Class
   c) Float d) Display

Q. 4 MCQ two correct alternative. **(06)**

1. Common audio file formats are_____
   a) Mp3 b) aac
   c) WebM d) mp4 e) mp6
2. Items in definition list can be created with _____ and _____tags
   a) b) <dl>
   c) <dt> d) <dd> e)
3. ____ attribute specifies the height and width of the image.
   a) Autofocus b) Autocomplete
   c) placeholder d) height e) width

Q. 5 MCQ three correct alternative. (06)

1. Following are the attributes of <input> tag.
   a) Max b) min c) length
   d) pattern e) range f) Email
2. Following are the attributes of <video> tag.
   a) Autoplay b) length c) Loop
   d) Muted e) source f) Href

Q. 6 Match the Following (03)

Column A	Column B
1) Disabled	a) A selector and a declaration block
2) <input type="tel">	b) used as a wildcard character
3) CSS rule set contains	c) Defines how the components are placed on the web page
4) Universal Selector	d) Enables to embed audio files on the web page
5) Display property	e) specifies that an input field should be disabled
6) <audio>	f) Used to define input filed that should contain a telephone number

Q. 7 Write a HTML program (10)

a) Write html-5 code to create a drop down list of five Airways name. Multiple selections can be done by the user. Provisions should be made to submit and clear the contents.

b) Write html-5 code for displaying a nested list (ordered and unordered) for topics in XI & XII TH IT using CSS as follows:-

- Display appropriate heading with background color, text color and border
- Place the list in left and right sections using CSS.

Answer of Questions

1. Fill in the blanks

1) External 2) image 3) Selector
4) Commas 5) Ordered

2. True or False

1) True 2) True 3) False
4) False 5) True

3. MCQ one correct alternative

1) A 2) B 3) C 4) D 5) B

4. MCQ two correct alternative

1) (a, b) 2) (c, d) 3) (d, e)

5. MCQ three correct alternative

1) (a, b, c) 2) (a, c, d)

6. Match the Following

1 - e 2 – f 3 - a 4 - b 5 - c 6 - d

7. Write a HTML program

1)

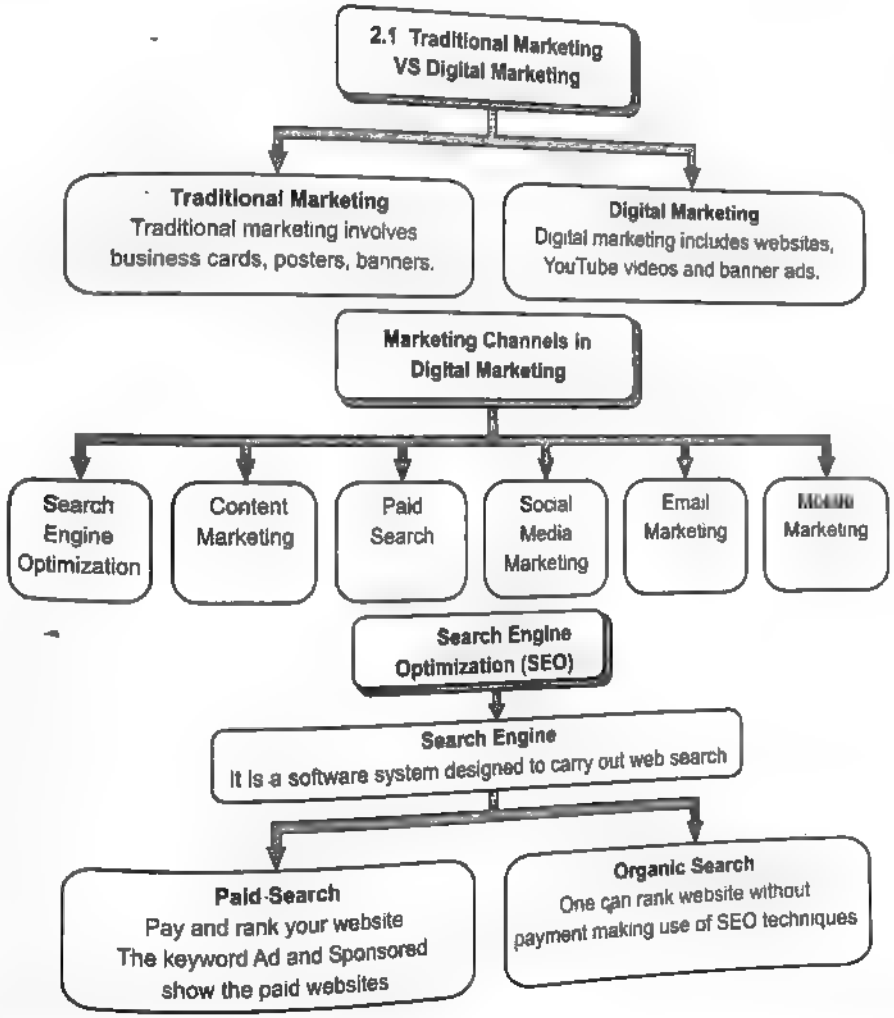
Coding:-

```
<!DOCTYPE html>
<html>
<head>
<title>
Airways
</title>
</head>
<body>
<h1 align="center">Airways</h1>
Select Airways <br><br>
<select name="s1" multiple>
<option>Spice Jet Airways</option>
<option>Air India Airways</option>
<option>GoAir Airways</option>
<option>Vistara Airways</option>
<option>IndiGo Airways</option>
<option>Air Asia</option>
</select>
<br><br>
<input type="submit" name="b1">
<input type="reset" name="b2">
</body>
</html>
```

2) Refer Page No. 1-102 Q. 2

2 Digital Marketing

Chapter at a Glance



Techniques of SEO
Helps to get higher search ranking and breaking search engine rules

- **White Hat SEO**
  Looking for ways to improve user experience ethically and genuinely
- **Black Hat SEO**
  Relies on manipulating Google's algorithm to improve rankings

Number of ways to generate traffic in your website

- **On-Page SEO**
  Page and Website content
  Website performance
  Website accessibility
  Trust Signals
- **Off-Page SEO**
  Trusted Links
  Brand Mentions
  Website Partners
- **Technical SEO**
  Security of a website
  Loading Speed
  Image Tags
  Website structure

SEO Audit

SEO Audit
An SEO Audit helps to find out what could be done to improve ranking on search engine so that customer could find website with greater ease

Ways to optimize the webpage for SEO

- **HTML Header**
  - <!doctype HTML>
  - <Title> tag
  - <Meta> tag
- **Body Content**
  - Heading tag
  - <img> tag with alt attribute
  - keyword consistency
- **Links**
  - Number of Backlinks
  - Broken Links
  - Friendly URLs
- **Indexing**
  Process of adding webpage to the Google search
- **Googlebot**
  Robot that pass over the web and index pages for inclusion in Google's database
- **Other Factors**
  - Robot.txt
  - Device Rendering
  - Flash
  - iFrames
  - Favicon
  - Legible Font Size
  - Tap Target Sizing
- **SEO Security Check**
- **Performance Result**
  - Number of Resources
  - Page Speed Info
  - Page Size Info
- **SEO Social Media Optimization**
  Enhance website ranking using interactive communities

Reporting Tool (Google Analytics)
It is a web analytics service offered by Google that tracks and report website traffic, number of visitors, time spend on the website by visitors etc.

Contains
- User
- Session
- Bounce Rate
- Session Duration
- Active user right now

Exercise

Fill in the Blanks

1. Unpaid search is nothing but _____ search.

Ans. : Paid Search

2. Program used by search engines to collect data from the website is called as _____.

Ans. : Crawler

3. Manipulating Google's algorithm to improve website rankings is _____ hat SEO .

Ans. : Black Hat

4. Web analytics service offered by Google to tracks and reports website traffic is ____.

Ans. : Google Analytics

State True or False

1. Digital marketing required physical market.

Ans. : False

2. E commerce deals are carried out in digital market.

Ans. : True

3. Digital marketing is carried out with the help of portal.

Ans. : True

4. In Digital Marketing SEO means Special Executive Operations.

Ans. : False

5. The paid advertisement of the Google can be identified with paid keyword.

Ans. : True

6. To make the Traffic analysis SEO techniques are used.

Ans. : True

Choose One Correct Answer from the Given Options

1. _____ SEO relies on manipulating Google's algorithm to improve ranking.

(a) On-Page (b) Off-Page (c) White Hat (d) Black Hat

Ans. : (d)

2. To analyze traffic coming to website_____ tool is used .

(a) SEOptimer (b) Google Analytics
(c) Go daddy (d) Amazon

Ans. : (b)

3. If the speed of the displaying the website is slow then_____ ranking method is used.

(a) technical (b) on-page (c) of-page (d) load-page

Ans. : (a)

Choose Two Correct Answers from the Given Options

1. _____ and _____ technique strategies used to get higher search ranking on search engine.

(a) White Hat (b) Blue Hat
(c) Green Hat (d) Red Hat (e) Black Hat

Ans. : (a), (e)

2. The product of Google Analytics was originally developed by _____ company in year _____

(a) Google (b) Microsoft (c) Urchin
(d) 2005 (e) 2008 (f) 1945

Ans. : (c), (d)

3. Valid two types of keywords are _____ and _____.

(a) long tail (b) short tail (c) small tail
(d) big tail (e) lengthy tail (f) tall tail

Ans. : (a), (b)

Choose Three Correct Answers from the Given Options

1. Marketing Channels in Digital Marketing.

(a) Email Marketing (b) Content Marketing
(c) Valid Marketing (d) Mobile Marketing
(e) On-Page Marketing (f) Off-Page Marketing

Ans. : (a), (b), (d)

2. Valid approaches SEO to generate traffic to your website are _____ and _____.

(a) On-Page SEO (b) all-Page SEO (c) Off-Page SEO
(d) Technical SEO (e) with-page SEO (f) online-page SEO

Ans. : (a), (c), (d)

Fill in the Blanks

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Fill in the Blanks : Q. 51 to Q. 54 (Page 2-9)

2.1

1. _____ is always been about connecting with your audience in the right place and at the right time.

Ans. : Marketing

2. _____ is the use of the internet, mobile device, social media, search engine and other channels to reach customers.

Ans. : Digital Marketing

3. Digital marketing occur electrically and _____.

Ans. : online

4. Purchasing decisions are _____ now-a-days.

Ans. : online

5. Business card is an example of _____ marketing.

Ans. : Traditional

6. _____ is an umbrella including all internet or online marketing activities that helps in the brand promotion or lead generation in today's competitive business environment.

Ans. : Digital marketing

7. _____ is the process of boosting content and technical set-up of the website so that it appear at the top of a search engine result for specific keywords.

Ans. : Search Engine Optimization

8. _____ is to attract visitors to your website when they search for products or services related to your business.

Ans. : Search Engine Optimization

9. _____ is the fuel that drives your Digital Marketing Strategies.

Ans. : Quality content

10. With _____ you only pay when your ads is clicked.

Ans. : Paid search/Pay Per Click

11. _____ marketing promotes your brand and content on social media channels.

Ans. : Social Media

12. Companies communicate with their audience through _____ .

Ans. : Email Marketing

13. _____ is a software system that is design to carry out web search.

Ans. : Search Engine

14. _____ marketing examples includes tangible items such as business cards, posters, brochures etc.

Ans. : Traditional

15. The world of _____ marketing continues to evolve as long as technology continues to advance.

Ans. : Digital

16. _____ advertising refers to the sponsored result on the search engine results pages.

Ans. : Paid search/Pay Per Click

17. _____ marketing is the use of social media platforms and websites to promote a product or service.

Ans. : Social Media

18. The search result are generally presented in a line of result often referred to as_____.

Ans. : Search Engine Results Pages

19. Without payment one can rank website doing SEO process called as_____ search.

Ans. : organic

20. _____ search is a natural search.

Ans. : Organic

21. The entire SEO works on_____.

Ans. : Keywords

22. _____ SEO involves looking for ways to improve user experience ethically and genuinely.

Ans. : White Hat

23. _____ SEO ensures that Web Pages content should have been created for the users and not just for the search engines.

Ans. : White Hat

24. Manipulating Google's algorithm to improve websites rankings is _____ hat SEO.

Ans. : Black

25. Program used by search engines to collect data from the website is called as_____.

Ans. : Crawler

26. _____ SEO is a balance between giving the right information to search engine without compromising the information that your customers are reading on the page.

Ans. : On-Page

27. Changes are visible to users in _____ SEO.
Ans. : On-Page
28. _____ SEO is about everything that doesn't happen directly on your website
Ans. : Off-Page
29. Optimizing website is called _____ SEO.
Ans. : On-Page
30. _____ SEO is about , among other things, link building, social media, and local SEO.
Ans. : Off-Page
31. _____ means having the keywords those will rank your site in search engine.
Ans. : Keyword Consistency
32. Ranking based on the speed of the site is _____ type of SEO.
Ans. : Technical SEO
33. Ranking based on the mobile friendliness is _____ type of SEO.
Ans. : Technical SEO
34. _____ tag in an HTML element that specifies title of a web page.
Ans. : <title>
35. <Meta> tag is especial to boost your _____ SEO.
Ans. : On-Page
36. <img> tag with _____ attribute helps to ranking high in image search.
Ans. : alt
37. _____ are links that are directed towards your website.
Ans. : Backlinks
38. _____ are links that send a message to its visitors that the webpage no longer exists, triggering a404 error page.
Ans. : Broken Links
39. SEO _____ are URLs that designed to meet the needs of users and searchers.
Ans. : friendly URLs
40. _____ is the process of adding web pages into Google search.
Ans. : Indexing
41. _____ collects document from the web to build Google's search index.
Ans. : Googlebot
42. _____ is the Google's spider.
Ans. : Googlebot
43. _____ file is what tells the search engine which pages to access and index on your website and which not.
Ans. : Robot.txt
44. _____ check visually demonstrates how your page renders on different devices.
Ans. : Device Rendering

45. _____ is an interactive media technology that makes sites more interesting.
Ans. : Flash
46. Search engine can't index _____ content directly.
Ans. : Flash
47. _____ means favorite icon is also known as short cut icon, website icon or bookmark icon.
Ans. : Favicon
48. _____ is any element on a web page that a user interact with.
Ans. : Tap Target
49. The term _____ in the SEO world refers to the downloaded file size of a given web page.
Ans. : Page Size
50. _____ deals with enhancing the website's ranking using interactive Communities like Facebook, twitter, blogs, forums etc.
Ans. : SEO Social Media Optimization
51. _____ means creating interest in the mind of customer about your product.
Ans. : Acquisition
52. Unpaid search is nothing but _____ search.
Ans. : Organic
53. Google Analytic was acquired by Google from a company_____ in 2005.
Ans. : Urchin
54. Web analytics service offered by Google to track and reports websites traffic is _____.
Ans. : Google Analytics
55. _____ marketing include things like Websites, YouTube videos, Banner ads etc.
Ans. : Digital
56. _____ are used to promote contents events and discounts, also direct people towards the business website.
Ans. : Email
57. _____ adds are visible, flexible and effective for different types of organizations..
Ans. : Paid Search/Pay Per Click
58. _____ denotes the creation and promotion of content assets.
Ans. : Content marketing
59. The channels that play a part in _____ includes idea blogs, e-books etc.
Ans. : Content marketing
60. An _____ helps to find out what could be done to improve ranking an search engines.
Ans. : SEO Audit

61. _____ is a free SEO Audit Tool that will perform a detailed SEO analysis.
Ans. : SEO Optimer

62. _____ means having the keywords those will rank your site in search engine.
Ans. : Keyword consistency.

True or False

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
True or False : Q. 31 to Q. 35 (Page 2-11 and 2-12)

2.1

1. Traditional marketing can occur electronically and online.
Ans. : False

2. Business card is an example of traditional marketing.
Ans. : True

3. Digital marketing required physical market.
Ans. : False

4. Digital marketing is carried out with the help of portal.
Ans. : False

5. Digital marketing is similar to traditional advertising, but using digital devices.
Ans. : True

6. E commerce deals are carried out in digital market.
Ans. : True

7. SEO is the fuel that drives your Digital Marketing strategies.
Ans. : False

8. In Digital Marketing SEO means Special Executive Operations.
Ans. : False

9. In paid search you only pay when your ads is visible.
Ans. : False

10. Two different search engines show similar result.
Ans. : False

11. The paid advertisement of the Google can be identified with 'paid' keyword.
Ans. : False

12. White Hat SEO involves looking for ways to improve user experience ethically and genuinely.
Ans. : True

13. Black Hat SEO relies on manipulating Google's algorithm to improve ranking.
Ans. : True

14. Crawler is a program used by website's to collect data.
Ans. : False

15. In-On Page SEO results are visible to the readers.
Ans. : True

16. Off-Page SEO is balance between giving the right information to search engines without compromising the information that your customer are reading on the page.
Ans. : False

17. Speed of the site is use for ranking the website.
Ans. : True

18. Mobile friendliness is use for ranking the website.
Ans. : True

19. Crawlers program can read images.
Ans. : False

20. A title tag are snippet of code that tells search engines important information about your web pages.
Ans. : False

21. Backlinks are links that are directed towards your website.
Ans. : True

22. Broken links are links that sends a message to its visitors that the webpage no longer exists.
Ans. : True

23. Indexing is the process of adding web pages into Goggle search.
Ans. : True

24. Robot.txt collects document from the web to build Google's search index.
Ans. : False

25. Robot.txt file is what tells the search which pages to access and index on your website and which not.
Ans. : True

26. iFrames is an intermediate media technology that makes sites more interesting.
Ans. : False

27. Device rendering checks visually demonstrates how your WebPages renders on different devices.
Ans. : True

28. Tap Target is any element on a web page that a user interact with.
Ans. : True

29. Page speed does not affect SEO.
Ans. : False

30. The term Page size info in the SEO world refers to the downloaded file size of a given web page.
Ans. : True

31. Acquisition means creating interest in the mind of customers about your product.
Ans. : True

32. Google Analytics was developed by Google.
Ans. : False

33. Google analytics was acquired by Google from a company Urchin in 2005.
Ans. : True
34. To make the Traffic analysis SEO techniques are used.
Ans. : True
35. Google Analytics is used to track website activities.
Ans. : True
36. Marketing is connecting with audience in the right place and at the right time.
Ans. : True
37. Traditional marketing examples include tangible items.
Ans. : True
38. Digital marketing includes things like websites, YouTube, banner ads, etc.
Ans. : True
39. Digital marketing is popular due to the decrease in internet users.
Ans. : False
40. SEO is the process of boosting content and technical set up of the website.
Ans. : True
41. Emails are used to promote content, events and also direct people toward the business website.
Ans. : True
42. Paid search advertising refers to the sponsored result an the search engine result pages.
Ans. : True
43. Quality content is the fuel that drives Digital marketing strategies.
Ans. : True
44. A web search engine is a software system that is designed to carry out web search.
Ans. : True

MCQ (One Correct Answers)

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (One Correct) : Q. 42 to Q. 43 (Page 2-17)

2.1

1. _____ is an example of digital marketing.
(a) Social Media mentions (b) business cards
(c) print ads (d) newspapers
Ans. : (a)
2. _____ is an example of traditional marketing.
(a) social media mentions (b) business cards
(c) YouTube Videos (d) Websites
Ans. : (b)

3. The world of _____ marketing continues to evolve as long as technology continues to advance.
(a) Digital Marketing (b) Mobile Marketing
(c) Email Marketing (d) Paid search
Ans. : (a)
4. _____ is the process of boosting content and technical set-up of the website so that it appear at the top of a search engine result for specific keywords.
(a) Content Marketing (b) Search Engine Optimization
(c) Social Media Marketing (d) Email Marketing
Ans. : (b)
5. _____ is to attract visitors to your website when they search for products or services related to your business.
(a) Content Marketing (b) Search Engine Optimization
(c) Social Media Marketing (d) Email Marketing
Ans. : (b)
6. Companies communicate with their audience through _____.
(a) Email Marketing (b) Paid Search
(c) SEO (d) Mobile Marketing
Ans. : (a)
7. _____ advertising refers to the sponsored result on the search engine results pages.
(a) Mobile Marketing (b) Paid Search
(c) Content Marketing (d) email Marketing
Ans. : (b)
8. _____ denotes the creation and promotion of content assets.
(a) Paid Search (b) Email Marketing
(c) Content Marketing (d) Mobile Marketing
Ans. : (c)
9. _____ is the use of social media platforms and websites to promote a product or service.
(a) Social Media Marketing (b) Paid Search
(c) Content Marketing (d) Mobile Marketing
Ans. : (a)
10. _____ is a software system that is designed to carry out web search.
(a) Paid Search (b) Web search engine
(c) Content Search (d) Email Marketing
Ans. : (b)
11. The search results are generally presented in a line of results referred as _____.
(a) Search Engine Result Pages (b) Paid Search
(c) Email Marketing (d) Mobile Marketing
Ans. : (a)

12. _____ SEO involves looking for ways to improve user experience ethically and genuinely.
(a) On-Page (b) Off-Page
(c) White Hat (d) Black Hat
Ans. : (c)

13. _____ SEO relies on manipulating Google's algorithm to improve ranking.
(a) On-Page (b) Off-Page
(c) White Hat (d) Black Hat
Ans. : (d)

14. The paid advertisement of the Google can be identified with ___ keyword.
(a) Ad (b) ads (c) Advertisement (d) Ads
Ans. : (a)

15. _____ SEO involves looking for ways to improve users experience ethically and genuinely.
(a) White Hat (b) Black Hat
(c) Green Hat (d) Red Hat
Ans. : (a)

16. _____ SEO relies on manipulating Google's algorithm to improve ranking.
(a) White Hat (b) Green Hat
(c) Red Hat (d) Black Hat
Ans. : (d)

17. _____ is a program used by search engines to collect data from the website.
(a) Crawler (b) Crawl
(c) SEOptimizer (d) Google Analytics
Ans. : (a)

18. _____ is a balance between giving the right information to search engines without compromising the information that customer are reading on the page.
(a) Off Page SEO (b) On Page SEO
(c) Technical SEO (d) Black Hat SEO
Ans. : (b)

19. _____ is about everything that doesn't happen directly on your website.
(a) On Page SEO (b) Black Hat SEO
(c) Off Page SEO (d) White Hat SEO
Ans. : (c)

20. If the speed of the displaying the website is slow then_____ ranking method is used.
(a) technical (b) on-page
(c) of-page (d) load-page
Ans. : (a)

21. _____ tags are displayed on search engine result pages.
(a) <html> (b) <meta> (c) <search> (d) <title>
Ans. : (d)

22. _____ tags are snippets of code that tells search engines important information about your web page.
(a) <html> (b) <title> (c) <meta> (d) <body>
Ans. : (c)

23. By adding an _____ text, you provide users of screen readers and search engines with a textual description of what's on that image.
(a) alt (b) src (c) width (d) height
Ans. : (a)

24. _____ means having the keywords those will rank your site in search engine.
(a) Header (b) Keyword Consistency
(c) Indexing (d) Links
Ans. : (b)

25. _____ tool helps to optimize the website .
(a) SEOptimer (b) Google Analytics
(c) Go daddy (d) Amazon
Ans. : (a)

26. _____ are the links that are directed towards your website .
(a) Links (b) Backlinks
(c) Broken Links (d) Friendly URLs
Ans. : (b)

27. _____ are links that send a message to its visitors that the webpage no longer exists.
(a) Links (b) Backlinks
(c) Broken Links (d) Friendly URLs
Ans. : (c)

28. To analyze traffic coming to website_____ tool is used .
(a) SEOptimer (b) Google Analytics
(c) Go daddy (d) Amazon
Ans. : (b)

29. The product of Google Analytics was originally developed by _____ company in year 2005
(a) Google (b) Microsoft (c) Urchin (d) Yahoo
Ans. : (c)

30. The product of Google Analytics was originally developed by Urchin company in year _____.
(a) 2005 (b) 2006 (c) 2010 (d) 2002
Ans. : (a)

31. _____ are the URL's that are designed to meet the needs of users and searchers.
(a) Indexing (b) Keywords (c) Header (d) Friendly URLs
Ans. : (d)

32. _____ is the process of adding web pages into Google search.
(a) Links (b) Indexing (c) Googlbot (d) Header
Ans. : (b)

33. _____ is the Google's Spider.
(a) Googlebot (b) Header (c) Links (d) Indexing
Ans. : (a)

34. _____ collects documents from the web to build Google's search index.
(a) Googlebot (b) Indexing (c) Backlinks (d) Header
Ans. : (a)

35. _____ file tells the search engines which pages to access and index on your website and which not.
(a) Googlebot (b) Indexing (c) Header (d) Robot.txt
Ans. : (d)

36. _____ is the interactive media technology that makes sites more interesting.
(a) Flash (b) Favicon (c) Device Rendering (d) Header
Ans. : (a)

37. A _____ is a visual representation of your website and business.
(a) Flash (b) Favicon (c) Header (d) Indexing
Ans. : (b)

38. _____ is any element on a web page that a user interacts with.
(a) Tap target (b) iFrames (c) Favicon (d) Device Rendering
Ans. : (a)

39. _____ check displays the total number of files that need to be retrieved from web servers to load your page.
(a) Flash (b) Favicon (c) Page Speed Info (d) Number of Resources
Ans. : (d)

40. _____ can slow down the website and obstruct usability.
(a) Tap target (b) Page Speed Info (c) Flash (d) iFrames
Ans. : (b)

41. _____ refers to the downloaded file size of a given web page.
(a) Page Size Info (b) Page Speed Info
(c) Flash (d) Backlinks
Ans. (a)

42. _____ means creating interest in the mind of customer about your product.
(a) Acquisition (b) Behavior (c) Conversion (d) Diversion
Ans. : (a)

43. _____ is a web analytics services offered by Google.
(a) Google Analytics (b) Amazon
(c) Red Hat (d) Black Hat
Ans. : (a)

44. _____ is the use of social media platforms to connect with your audience to build your brand and increase sales.
(a) Paid search (b) Social media marketing
(c) Email (d) Search result
Ans. : (b)

MCQ (Two Correct Answers)

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (Two Correct) : Q. 10 (Page 2-18)

2.1

1. Digital marketing is the use of _____.
(a) Print ads (b) Internet
(c) Phone communication (d) Social Media
Ans. : (b), (d)

2. Traditional marketing is the use of _____.
(a) print ads (b) internet
(c) search engines (d) Physical marketing
Ans. : (a), (d)

3. Following are the channels of Digital Marketing.
(a) Mobile Marketing (b) Posters
(c) Brochures (d) Paid Search
Ans. : (a), (d)

4. Following are the major Social Media platforms.
   (a) FaceBook (b) TV (c) YouTube (d) Radio

Ans. : (a), (c)

5. The paid advertisement of the Google can be identified with keyword.
   (a) Ad (b) Sponsored (c) Sp (d) Advertisement

Ans. : (a), (b)

6. ____ and _____ technique strategies used to get higher search ranking on search engine.
   (a) White Hat (b) Blue Hat (c) Green Hat (d) Black Hat

Ans. : (a), (d)

7. To rank a website you must follow _____ and _____.
   (a) long tail (b) short tail (c) small tail (d) big tail

Ans. : (a), (b)

8. Following are some of the ways to optimize the web page for SEO.
   (a) Indexing (b) Black Hat (c) White Hat (d) Googlebot

Ans. : (a), (d)

9. The product of Google Analytics was originally developed by _____ company in year _____
   (a) Google (b) Microsoft (c) Urchin (d) 2005

Ans. : (c), (d)

10. The Google Analytics Report contains the following.
    (a) Page Size Info (b) Conversion (c) Sessions (d) Bounce Rate

Ans. : (c), (d)

11. SEO process involves two ways to rank website, they are _____ and _____.
    (a) keywords (b) pay and rank
    (c) search result (d) without payment

Ans. : (b), (d)

MCQ (Three Correct Answers)

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (Three Correct) : Q. 6 to Q. 7 (Page 2-19)

2.1

1. Digital marketing is the use of _____.
   (a) print ads (b) Internet
   (c) phone communication (d) YouTube Videos
   (e) social media (f) physical marketing

Ans. : (b), (d), (e)

2. Traditional marketing is the use of _____
   (a) print ads (b) internet
   (c) search engines (d) social media
   (e) physical marketing (f) phone communication

Ans. : (a), (e), (f)

3. Marketing Channels in Digital Marketing are _____
   (a) Email Marketing (b) Content Marketing
   (c) Valid Marketing (d) Mobile Marketing
   (e) On-Page Marketing (f) Off-Page Marketing

Ans. : (a), (b), (d)

4. Valid approaches SEO to generate traffic to your website are _____, _____ and _____.
   (a) On-Page SEO (b) all-Page SEO
   (c) Off-Page SEO (d) Technical SEO
   (e) with-page SEO (f) online-page SEO

Ans. : (a), (c), (d)

5. Following are some of the ways to optimize the webpage for SEO.
   (a) Links (b) Black Hat
   (c) Conversion (d) HTML Header
   (e) Body Content (f) White Hat

Ans. : (a), (d), (e)

6. Market behaves in 3 stages they are _____, _____ and _____.
   (a) Acquisition (b) Page Size Info
   (c) Black Hat (d) White Hat
   (e) Behavior (f) Conversion

Ans. : (a), (e), (f)

7. Google Analytics Report contains following.
   (a) Users (b) Bounce Rate
   (c) Session Duration (d) Behavior
   (e) Black Hat (f) White Hat

Ans. : (a), (b), (c)

Match the Following

2.1

	A		B
1.	Newspapers	(a)	Digital Marketing
2.	White Hat SEO	(b)	Paid Search
3.	Google Analytics	(c)	Natural Search
4	Social Media	(d)	manipulate Google's algorithm to improve ranking
5	On-Page SEO	(e)	Trust signals
6	SEOptimer	(f)	Loading Speed
7	Long tail	(g)	Short Keyword
8.	Organic Search	(h)	Optimize the website
9.	Black Hat SEO	(i)	Traditional marketing
10	Short tail	(j)	Track and reports website's traffic
11.	Off-Page SEO	(k)	Long Keywords
12	Technical SEO	(l)	Brand Mentions
13	Sponsored Result	(m)	improve user experience ethically and genuinely
14	Flash	(n)	Interactive media technology

Ans. :

1. – (i)	2. – (m)	3. – (j)	4. – (a)	5. – (e)
6. – (h)	7. – (k)	8. – (c)	9. – (d)	10. – (g)
11. – (l)	12. – (f)	13. – (b)	14. – (n)	

Answer Briefly

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Answer Briefly : Q. 10 to Q. 11 (Page 2-24 and 2-25)

1. Explain Traditional marketing and Digital marketing with example.

Ans. :

(i) Traditional marketing refers to the conventional methods of marketing used ever since the concept of advertisements or marketing came into existence.

(ii) It can be referred to any type of promotion, advertising or campaign that has been in use by any business for years, and that has a proven success rate.

(iii) Example of Traditional marketing are tangible items such as business cards, printed ads in newspapers or magazines, , banners, posters, commercials on TV and radio, billboards and brochures

(iv) Digital marketing is the component of marketing that utilizes internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platforms to promote products and services

(v) This process of the marketing implies particularly on the internet or on any of the trending social media platforms.

(vi) It is completely automated and efficient.

(vii) Example of Digital marketing are : websites, social media mentions, YouTube videos, and banner ads. Specifically, digital marketing is similar to traditional advertising, but using digital devices.

2. Briefly explain Digital Marketing.

Ans. :

(i) Digital marketing is the component of marketing that utilizes internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platforms to promote products and services

(ii) This process of the marketing implies particularly on the internet or on any of the trending social media platforms.

(iii) It is completely automated and efficient.

(iv) Digital marketing is the use of the internet, mobile devices, social media, search engines, and other channels to reach consumers.

(v) Example of Digital marketing are : websites, social media mentions, YouTube videos, and banner ads. Specifically, digital marketing is similar to traditional advertising, but using digital devices.

3. Explain the marketing channels in Digital Marketing.

Ans. :

(i) Digital marketing is the component of marketing that utilizes internet and online based digital technologies such as desktop computers, mobile phones and other digital media and platform to promote product and services.

(ii) Marketing channels in Digital Marketing are as follows:

(iii) **Search Engine Optimization :** SEO is the process of boosting content and technical set-up of the website so that it appear at the top of a search engine result for specific keywords.

(iv) **Content Marketing :** Content Marketing denotes the creation and promotion of content assets in order to generate brand awareness ,lead generation, traffic growth and customers.

(v) **Paid Search :** Paid search or pay per click (PPC) advertising refers to the "sponsored result" on the search engine results pages (SERP).

(vi) Social Media Marketing: Media Marketing promotes your brand and content on social media channels in order to increase your brand awareness, drive relevant traffic, and generate leads.

(vii) **Email Marketing :** Emails are used to promote content, events, and discounts, and also to direct people toward the business's website

(viii) **Mobile Marketing :** From SMS and MMS to in-app marketing, there are many ways to go through with mobile

4. Explain search engine.

Ans. :

(i) A web search engine or Internet search engine is a software system that is designed to carry out web search (Internet search), which means to search the World Wide Web in a systematic way for particular information specified in a textual web search query.

(ii) The search results are generally presented in a line of results often referred to as Search Engine Results Pages (SERPs).

(iii) The information may be a mix of links to web pages, images, videos, info graphics, articles, research papers, and other types of files.

(iv) Example of search engine are: Google, Bing, Yahoo.

5. Explain approaches to generate traffic in your website.

Ans. :

(i) SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results.

(ii) Thus SEO is useful in increasing the number of visitors to a website.

(iii) Different approaches to generate traffic in website are :

(iv) **On-Page SEO :** This includes Provision of good content, good keywords selection, putting keywords on correct places, giving appropriate title to every page etc.

(v) **On-Page SEO** is concerned with information that is displayed to the end user, such as text, images and website navigation.

(vi) **Off-Page SEO :** It includes link building, increasing link popularity by submitting open directories, search engines, link exchange etc.

(vii) **Off-Page SEO** is concerned with Website-Website relationship.

(viii) **Technical SEO :** Technical SEO is avery important step in the whole SEO process. If there are problems with your technical SEO then it is likely that your SEO efforts will not generate the expected results

6. Explain SEO techniques and strategies used to rank your website.

Ans. :

(i) SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results.

(ii) Thus SEO is useful in increasing the number of visitors to a website

(iii) **White Hat SEO :** Techniques that search engines suggest as a part of good design are called White Hat SEO.

(iv) It contains proper and well labeled images according to the content .

(v) It is in the form of Standard-compliant HTML.

(vi) **Black Hat SEO :** Techniques that search engines do not approve and those techniques which are used for optimizing the website are called Black Hat SEO.

(vii) It mainly contains duplicate contents. Such websites are mainly used to redirect users to other websites and cause traffic.

7. Define On-Page SEO and Off-Page SEO.

Ans. :

(i) SEO stands for Search Engine Optimization, which is the practice of increasing the quantity and quality of traffic to your website through organic search engine results.

(ii) Thus SEO is useful in increasing the number of visitors to a website.

(iii) There are many strategies and techniques adopted to optimize the webpage.

(iv) **Types of SEO-** There are two types of optimization:-

(v) **On-Page SEO :** This includes Provision of good content, good keywords selection, putting keywords on correct places, giving appropriate title to every page etc.

(vi) On-Page SEO is concerned with information that is displayed to the end user, such as text, images and website navigation.

(vii) **Off-Page SEO :** It includes link building, increasing link popularity by submitting open directories, search engines, link exchange etc.

(viii) Off-Page SEO is concerned with Website-Website relationship.

(ix) **Technical SEO :** Technical SEO is a very important step in the whole SEO process If there are problems with your technical SEO then it is likely that your SEO efforts will not generate the expected results

8. Explain Keyword and how to choose a Keyword with example.

Ans. :

(i) SEO keywords are the important words and phrases related to the developed website content.

(ii) A list of keywords, need to be carefully chosen to optimize the search. Keyword Research and Analysis is an important part of the Search Engine Optimization (SEO) as well as "Search Engine Marketing".

(iii) For "Search Engine Marketing", one can pay for certain keywords.

(iv) There are various online Keyword Planner tools (such as Google Ad Words Keyword Planner) to shortlist keywords.

(v) This is more useful to compare the cost of various keywords, if the website designer opts for Paid Search Engine Marketing.

9. Explain use of SEOptimer and Google Analytics.

Ans. :

(i) Html programs should start with<!doctype html>.

(ii) If it is singular tag eg<img> it should be self enclosed like this-<img />

(iii) Order of tags should be proper.

(iv) Most of the time recently opened tag will be closed first.

(v) Title is the first thing that user notices in search result list while using google for searching

(vi) While creating a web page, Meta description should be used to boost your On-Page SEO.

(vii) The pages should include proper heading tags from <h1> to <h6>wherever required.

(viii) The alt attribute gives information about the image, so even if the image does not download, it can make the viewers understand the image related information.

(ix) Google Analytics: Google Analytics is a web analytics service offered by Google that tracks and reports website traffic, number of visitor, time spend on the site by visitors etc.

(x) The Google Analytics was not the product developed by Google it was acquired by Google from a company Urchin in 2005.

10. Explain how market behaves.

Ans. :

i) To Understand that how market behaves we need to understand three basic stages Acquisition, behavior and conversion.

ii) **Acquisition :** Means creating interest in the mind of customer about your product. He must know that this product is essential for him without this product he cannot satisfy his need

iii) **Behavior :** Once he knows about the product He may feel of buying or may not feel to buy the product. You must put such information on your website he must feel he should buy

(iv) **Conversion :** When he is convinced and no other competitor gives him better offer then you he buys the product clicking buy option so now he becomes your ultimate customer this process is called filtration of funnel.

11. Explain the content in the Google Analytics Report.

Ans. :

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic, number of visitors, time spent on the website by the visitors etc.

The content in the Google analytic is as follows :

(i) **Users :** how many visitors came to your website (in the past 7 days)

(ii) **Sessions :** how many interactions a visitor makes with your website in a time frame (usually 30 minutes) like viewing a page, clicking a link, or purchasing a product

(iii) **Bounce Rate :** how many visitors hit the back button or closed your website without performing a single interaction (it's calculated through a formula)

(iv) **Session Duration :** how much average time a visitor spends on the website

(v) **Active Users right now :** how many active users are currently active on your website.

Self Assessment

Time :- 1 hr **Marks 40**

1. Fill in the blanks **(05)**

1. _____ is the process of boosting content and technical setup of the website.
2. Companies communicate with their audience through _____ marketing.
3. _____ SEO involves looking for ways to improve user experience ethically and genuinely.
4. _____ is the process of adding web pages into Google search.
5. _____ collects documents from the web to build Google's search index.

2. True or False **(05)**

1. Device Rendering is an interactive media technology that makes sites interesting.
2. Favicon means favorite icon.
3. Page Size in the SEO refers to the downloaded file size of a given web page.
4. Black Links are the links that send a message to its visitors that the web page no longer exists.
5. Social media marketing is the use of social media platforms and websites to promote a product or service.

3. MCQ one correct alternative. (05)

1. The _____ reads the contents and thinks the website is original ant it ranks the page.
   a) SEO b) Google Crawler c) On Page EO d) Off Page sEO
2. _____ advertising refers to the sponsored result on the search engine results pages.
   (a) Mobile Marketing (b) Paid Search
   (c) Content Marketing (d) email Marketing
3. _____ links are the links that send a message to its visitors that the webpage no longer exists.
   a) Back b) Index c) Gogglebot d) Broken
4. The product of _____ was originally developed by Urchin company in year 2005.
   a) SEO b) Red Hat c) Google Analytics d) Broken Links
5. _____ means creating interest in the mind of customer about your product.
   (a) Acquisition (b) Behavior (c) Conversion (d) Diversion
6. _____ is the interactive media technology that makes sites more interesting.
   (a) Flash (b) Favicon (c) Device Rendering (d) Header

4. MCQ two correct alternative. (06)

1. Following are the channels of Digital Marketing
   (a) Mobile Marketing (b) Posters (c) Brochures
   (d) Paid Search (e) No Search
2. To rank a website you must follow _____ and _____
   (a) long tail (b) short tail (c) small tail
   (d) big tail (e) Big Tail
3. The Google Analytics Report contains the following.
   (a) Page Size Info (b) Conversion (c) Sessions
   (d) Bounce Rate (e) White Hat

5. MCQ three correct alternative. (06)

1. Following are some of the ways to optimize the webpage for SEO.
   (a) Links (b) Black Hat (c) Conversion
   (d) HTML Header (e) Body Content (f) White Hat
2. Market behaves in 3 stages they are _____, _____ and _____.
   (a) Acquisition (b) Page Size Info (c) Black Hat
   (d) White Hat (e) Behavior (f) Conversion

6. Match the Following. (03)

A	B
1. SEOptimer	a) Brand Mentions
2. Off-Page SEO	b) Short Keyword
3. Organic Search	c) Traditional marketing
4. Short tail	d) Paid Search
5. Sponsored Result	e) Optimize the website
6. Newspapers	f) Natural Search

7. Answer the following : (10)

a) Explain Digital Marketing. **(Refer Page No 2.21 Q.2)**
b) Explain search engine. **(Refer Page No 2.22 Q.4)**
c) Explain use of Google Analytics. **(Refer Page No 2.24 Q.9)**
d) Explain White Hat SEO. **(Refer Page No 2.23 Q.6)**
e) Explain On Page SEO. **(Refer Page No 2.23 Q.7)**

Answer of Questions

1. Fill in the blanks
1) Search Engine Optimization (SEO) 2) Email
3) White Hat 4) Indexing 5) Googlebot

2. True or False
1) False 2) True 3) True
4) False 5) True

3. MCQ one correct alternative
1) B 2) B 3) C 4) A 5) A

4. MCQ two correct alternative
1) (a, d) 2) (a, b) 3) (c, d)

5. MCQ three correct alternative
1) (a, d, e) 2) (a, e, f)

6. Match the Following
1 - e 2 – a 3 - f 4 - b 5 - d 6 - c

□□□

3 Computerised Accounting with GST

Chapter at a Glance

3.1 Introduction

Introduction to Computerised Accounting software, Working of Accounting software i.e Input Masters, Processing Entries and Output reports.

3.2 Process of Accounting Software

- Creation of Company, Creation of Ledgers, Selecting of Correct voucher, pre defined voucher type like receipt, payment, sales, purchase, contra, journal.
- GST calculation, steps for posting of transaction into voucher, Displaying reports like Trail Balance P&L A/c, Balance Sheet, Day Book & GST Reports.

3.3 Tally with GST pacakage

- GST services , GST requirements, Tally ERP 9, Open Sorce GNUKhata, LedgerSMB, GNUCash, Akaunting
- GST services , GST requirements, Tally ERP 9, Open Sorce GNUKhata, LedgerSMB, GNUCash, Akaunting

3.4 Case Study

3.5 Important Concepts under GST

GST definition, goods, services, tax, meaning of GSTIN, HSN Code, SAC Code, Meaning of CGST, SGST, IGST, different GST rates under various slabs, Input & Output Tax, Ledgers pertaining to GST for supply of goods, Ledgers pertaining to GST for supply of services i.e. Sales and Purchase ledgers, Party Ledger, CGST Ledger, SGST Ledger, IGST Ledger.

3.6 Let us see different examples of GST calculation using different accounting packages.

Various Examples of GST on Goods.

Exercise

Fill in the Blanks

1. A pre-numbered accounting document used for posting daily transactions is called as_____.

Ans. : Voucher

2. When cash is going out of the business _____ type of voucher is used.

Ans. : Payment

3. Return of goods to a supplier comes under _____ type of voucher.

Ans. : Purchase Return

4. _____ was the first country to implement the GST in 1954.

Ans. : France

5. _____ stands for Goods And Services Tax Identification Number.

Ans. : GSTIN

6. GST came into force in India with effect from _____.

Ans. : 1st July 2017

7. Rectifying entries or transfers or adjustment entries comes under _____ voucher type.

Ans. : Journal

State Whether the Statement is TRUE or FALSE

1. Creation of company is the first step in ComputerizedAccounting process.

Ans. : True

2. All Ledger accounts have same groups in Computerized Accounting.

Ans. : False

3. Receipt voucher is used when the cash is accepted.

Ans. : True

4. Cash deposited into bank comes under bank voucher.

Ans. : False

5. Recording a transaction through voucher is called as voucher entry.

Ans. : True

6. Goods sold from Solapur to Hubli is an example of SGST.

Ans. : False

7. GST is focus on one nation one tax.

Ans. : True

8. GSTIN is PAN based registration number.

Ans. : True

9. CGST, SGST and IGST Ledgers are common for goods and services.

Ans. : True

Choose Single Correct Answer from the Given Options

1. Contra Voucher is used for _____.
   (a) Master Entry (b) Withdrawal of cash from bank
   (c) Reports (d) Credit Purchase

Ans. : (b)

2. Salary account comes under which of the following head _____.
   (a) Indirect Income (b) Indirect Expenses
   (c) Direct Income (d) Direct Expenses

Ans. : (b)

3. In India the GST Act came into effect on _____.
   (a) 1st July 2018 (b) 1st July 2017
   (c) 1st June 2018 (d) 1st June 2017

Ans. : (b)

4. Sale or purchase out of state involves _____ in invoice.
   (a) OutGST (b) IGST (c) WithGST (d) NoGST

Ans. : (b)

5. GSTIN is _____ digit alphanumeric number.
   (a) 13 (b) 10 (c) 15 (d) 1

Ans. : (c)

6. In GSTIN first two digits represents _____ code.
   (a) State (b) Central (c) Company (d) General

Ans. : (a)

7. GST is _____ type of tax.
   (a) Regular (b) Indirect (c) Direct (d) Irregular

Ans. : (b)

Choose Two Correct Answers from the Given Options

1. Every voucher maintained its _____ and _____ record.
   (a) debit (b) in (c) out
   (d) credit (e) open

Ans. : (a), (d)

2. Valid types of vouchers are _____ and _____.
   (a) contra (b) sales (c) income
   (d) expenditure (e) liability

Ans. : (a), (b)

3. _____ and _____ are ledger accounts can be created under Group Indirect Expenses.
   (a) Insurance (b) Sale (c) Rent
   (d) Bank Loan (e) Octroi

Ans. : (a), (c)

4. Codes given to Goods and Servies under GST are _____ and _____.
   (a) HSN (b) HSC (c) SSC
   (d) SAC (e) HNS

Ans. : (a), (d)

Activity

1. Find out the GST exemption list for various goods and services.

Ans. :

List of Goods Exempt Under GST are :

- Live Animals.
- Meat.
- Fish, Meat and Fillets.
- Eggs, Honey and Milk Products.
- Non – Edible Animal Products.
- Live Trees and Plants.
- Vegetables.
- Fruits and Dry Fruits.

Fill in the Blanks

3.1 Introduction

1. Modern Computerized Accounting Systems are based on the concept of _____.

Ans. : Database

2. A _____ is implemented using a database management system.

Ans. : Database

3. _____ functions as an Accounting Information System.

Ans. : Accounting software

4. _____ software describes a type of application software that records and processes accounting transactions within functional modules.

Ans. : Accounting

3.2 Process of Accounting Software

5. _____ involves providing basic information about the company whose books of accounts are to be maintained.

Ans. : Creating company/Creating organization

6. The modern way of managing accounts called _____ concepts of accounting is being followed.

Ans. : Single ledger

7. All financial entries are made using _____ or account heads.

Ans. : Ledger

8. _____ Accounts are created to identify transactions.

Ans. : Ledger

9. _____ in Accounting Software classify and identify account heads according to their nature.

Ans. : Groups

10. A _____ is a pre-numbered accounting document used for recording daily transactions.

Ans. : Voucher

11. _____ maintains debit and credit record.

Ans. : Voucher

12. The _____ voucher type is used for recording amounts received by way of cash.

Ans. : Receipt

13. The _____ voucher type is used for recording payments made by cash.

Ans. : Payment

14. The _____ voucher type is used for recording cash and credit sale of goods and services.

Ans. : Sales

15. The _____ voucher type is used for recording cash and credit purchase of raw materials and goods and services.

Ans. : Purchase

16. The _____ voucher type is used for recording deposits or withdrawal of cash from bank.

Ans. : Contra

17. The _____ voucher type is used for recording transfer of funds from one bank to another bank.

Ans. :Contra

18. The _____ voucher type is used for recording rectifying entries or transfer or adjustment entries.

Ans. : Journal

19. The _____ voucher type is used for recording return of goods by a customer

Ans. : Sales Return/Credit Note

20. _____ is issued when there is reduction in the price charge to a customer.

Ans. : Credit Note

21. The _____ voucher type is used for recording return of goods to a supplier.

Ans. : Purchase Return/Debit Note

22. _____ is issued when there is reduction in the price given by a supplier.

Ans. : Debit Note

23. GST stands for _____.

Ans. : Goods and Service Tax

24. _____ is an indirect tax which has replaced many indirect taxes in India.

Ans. : Goods and Services Tax (GST)

25. _____ is one nation, one tax.

Ans. : Goods and Services Tax (GST)

26. Posting a transaction through voucher is called _____.

Ans. : Voucher Entry

27. While recording a transaction through the _____, the account to be debited and credited alongwith the amount.

Ans. : Voucher

28. _____ provides you a report with Debit and Credit balance of all ledger accounts.

Ans. : Trial balance

29. _____ report gives the final working result of the business with Net profit/ Net Loss.

Ans. : Profit and Loss Account

30. _____ is a statement showing Assets and Liabilities of the business concern.

Ans. : Balance sheet

31. The _____ contains all vouchers for the day, including inventory vouchers.

Ans. : Day book

32. The purpose of _____ is to show you a day's transactions.

Ans. : Day book

33. The _____ report prints a summary of the GST received and paid by you.

Ans. : Goods and Services Tax (GST)

34. Reports and documents generated through _____ software can also be printed.

Ans. : Accounting

35. _____ helps in presenting summarised information.

Ans. : Groups

36. In _____ accounting various financial inventory reports can be generated after finishing the recording of transactions

Ans. : Computerised

3.3 Different Accounting Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Fill in the Blanks : Q. 43 to Q. 46 (Page 3-7)

37. _____ is one of the most widely used financial accounting software

Ans. : Tally

38. _____ is a comprehensive business accounting and inventory management software

Ans. : Tally

39. The _____ software offers comprehensive business management solution.

Ans. : Tally ERP9

40. _____ maintains all the books of accounts.

Ans. : Tally

41. In Tally, for deleting any ledger, group, voucher _____ key combination is used

Ans. : ALT + D

42. _____ follows the principle of double entry system of book keeping.

Ans. : Tally

43. _____ software was updated to comply with Indian Goods and Services Tax requirements.

Ans. : Tally ERP9

44. _____ is one of the tools developed by KK's foundation.

Ans. : GNUKhata

45. _____ is personal and small business financial accounting software.

Ans. : GNUCash

46. _____ is an interesting online accounting software that is available for free.

Ans. : Akaunting

47. In 2009, Tally solutions introduces the software known as _____.

Ans. : Tally ERP9

48. In _____ your Tally was updated to comply with the Indian Goods and Services Tax requirements

Ans. 2017

3.5 Important Concepts under GST

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Fill in the Blanks : Q. 49 to Q. 69 (Page 3-9)

49. _____ is an Indirect tax which has replace many Indirect Taxes in India

Ans. : Goods and Services Tax (GST)

50. _____ means every kind of movable property other than money and securities

Ans. : Goods

51. _____ are the activities provided by other people who include doctors, consultants, chartered accountants etc

Ans. : Services

52. _____ is a compulsory contribution to state revenue, levied by the government

Ans. : Tax

53. GSTIN stands for _____

Ans. : Goods and Services Tax Identification Number

54. _____ is the registration number allotted to every registered dealer under GST Act.

Ans. : Goods and Services Tax Identification Number

55. The GSTIN is a _____ digit PAN based registration number

Ans. : 15 (Fifteen)

56. HSN stands for _____.

Ans. : Harmonized System for Nomenclature

57. _____ is an internationally accepted coding system developed by World Customs Organization.

Ans. : Harmonized System of Nomenclature (HSN)

58. SAC stands for _____.

Ans. : Services Accounting Code (SAC)

59. CBEC stands for _____.

Ans. : Central Board of Excise and Customs

60. _____ is issued by CBEC to uniformly classify each service under GST.

Ans. : Services Accounting Code (SAC)

61. Each service has a unique _____.

Ans. : Services Accounting Code (SAC)

62. CGST stands for _____.

Ans. : Central Goods and Services Tax

63. SGST stands for _____.

Ans. : State Goods and Services Tax

64. IGST stands for _____.

Ans. : Integrated Goods and Services Tax

65. _____ tax is imposed on intra state supply of goods and services collected by Central Government.

Ans. : Central Goods and Services Tax (CGST)

66. _____ tax is imposed on intra state supply of goods and services collected by State Government

Ans. : State Goods and Services Tax (SGST)

67. _____ tax is imposed on inter state supply or import of goods and services collected by Central Government.

Ans. : Integrated Goods and Services Tax (IGST)

68. GST on Inward supply of goods and services is known as _____ tax.

Ans. : Input

69. GST on outward supply of goods and services is known as _____ tax.

Ans. : Output

70. Separate _____ ledgers can be created for Local, Interstate and Non-taxable sales.

Ans. : Sales

71. Separate _____ ledgers can be created for Local purchases, Interstate purchase and Non-taxable purchases.

Ans. : Purchases

True or False

3.1 Introduction

1. Modern Computerized Accounting Systems are based on the concept of database.

Ans. : True

2. A database is implemented using a database management system.

Ans. : True

3. In Computerized Accounting the transaction data is stored in well organised database.

Ans. : True

4. Accounting Software functions as an Accounting Information System.

Ans. : True

5. Working of Accounting Software includes Input Masters, Processing entries and output reports.

Ans. : True

6. According software functions as an Accounting Information System.

Ans. : True

3.2 Process of Accounting Software

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.

True or False : Q. 46 to Q. 50 (Page 3-12)

7. Deletion of company involves basic information about the company whose books of accounts on to be maintained.

Ans. : False

8. While creating a company fields like name of company, address, financial year begins from etc has to be entered.

Ans. : True

9. Password security measures can be applied to keep the data safe and secure

Ans. : True

10. All financial entries are made using ledgers.

Ans. : True

11. Ledgers classify and identify account heads according to their nature.

Ans. : False

12. A voucher is a pre-numbered accounting document used for recording daily transactions.

Ans. : True

13. Every voucher maintains in and out record.

Ans. : False

14. There are pre-defined voucher types for every type of transaction.

Ans. : True

15. Receipt voucher is used for recording amounts received by way of cash.

Ans. : True

16. Payment voucher is used for recording cash sale of goods and services.

Ans. : False

17. Sales voucher is used for recording cash and credit sale of goods and services.

Ans. : True

18. Purchase voucher is used for recording cash and credit purchase of goods and services.

Ans. : True

19. Contra voucher is used for recording rectifying entries.

Ans. : False

20. Journal voucher is used for recording adjustment entries.

Ans. : True

21. Sales return voucher is used for recording return of goods by a customer.

Ans. : True

22. Debit Note is issued when there is reduction in the price charged to a customer.

Ans. : False

23. Purchase Return voucher is used for recording return of goods to a supplier.
Ans. : True

24. Debit Note is issued when there is reduction in the price given by a supplier.
Ans. : True

25. GST stands for Goods and Services Tax.
Ans. : True

26. GST is an direct tax which has replaced many indirect taxes in India.
Ans. : False

27. GST came into effect in India on 1st July 2017.
Ans. : True

28. GST is one nation one Tax.
Ans. : True

29. Posting a transaction through voucher is called voucher entry.
Ans. : True

30. Narration is optional.
Ans. : True

31. Once the transaction is recorded, it is not possible to alter the contents in the voucher.
Ans. : False

32. Trial Balance provides a report with debit and credit balance of all ledger accounts..
Ans. : True

33. Profit and Loss Account report gives the final working result of the business with Net profit/Net Loss.
Ans. : True

34. Balance sheet is a statement showing debit and credit of business concern.
Ans. : False

35. The Day Book contains all vouchers for the day.
Ans. : True

36. The purpose of the Day Book is to show a day's transaction.
Ans. : True

37. We can display a report for any period using change period option.
Ans. : True

38. GST report prints a summary of the GST received and paid.
Ans. : True

39. Reports and documents generated through accounting software cannot be printed.
Ans. : False

40. Tally is one of the most widely used financial accounting software.
Ans. : True

41. Tally is a comprehensive business accounting and inventory management software.
Ans. : True

42. In 2001, Tally solutions introduced the software Tally ERP9
Ans. : False

43. Tally maintains all the books of accounts.
Ans. : True

44. In Tally, CTRL + D key combination is used to delete ledger, group or voucher etc.
Ans. : False

45. Tally follows the principle of single entry system of book keeping.
Ans. : False

46. In 2017, Tally was updated to comply with the Indian GST requirements.
Ans. : True

47. GNUkhata is one of the tools developed by KK's foundation.
Ans. : True

48. LedgerSM is a powerful yet simple open source accounting solution.
Ans. : True

49. GNUCash is a personal and small business financial accounting software.
Ans. : True

50. GNUCash allows you to track bank accounts, stock, income and expenses.
Ans. : True

51. Akaunting is an online accounting software that is available for free.
Ans. : True

3.5 Important Concepts under GST

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
True or False : Q. 79 to Q. 82 (Page 3-14)

52. In 1954, Germany was the first country to implement GST.
Ans. : False

53. GST replaced existing multiple taxes levied by the central and state governments.
Ans. : True

54. Goods means every kind of movable property other than money and securities.
Ans. : True

55. Services are the activities provided by other people like doctors, consultants, chartered accountants etc.
Ans. : True

56. Tax is a compulsory contribution to state revenue levied by the Government.
Ans. : True

57. GSTIN is the registration number allotted to every registered dealer under GST Act.
Ans. : True

58. The GSTIN is a 15 digit PAN based registration number.
Ans. : True
59. GSTIN stands for Goods and Services Transfer India Number.
Ans. : False
60. Once can register multiple businesses under the same PAN registration, provided they are all within the same state.
Ans. : True
61. HSN stands for Harmonized System of Nomenclature.
Ans. : True
62. HSN is an internationally accepted coding system developed by WCO.
Ans. : True
63. SAC stands for Service Accounting Code.
Ans. : True
64. SAC which was issued b CBEC to uniformly classify each service under GST.
Ans. : True
65. Each service has a unique SAC.
Ans. : True
66. First two digits of GSTIN indicate state code.
Ans. : True
67. GSTIN code for Maharashtra is 27.
Ans. : True
68. There are three types of GST.
Ans. : True
69. CGST is imposed an Intra-state supply of goods and services collected by State Government.
Ans. : False
70. SGST is imposed an Intra-state supply of goods and services collected by State Government.
Ans. : True
71. IGST is imposed an Inter-state supply or import of goods and services collected by Central Government.
Ans. : True
72. Goods sold from Mumbai to Pune is example of CGST.
Ans. : True
73. Goods sold from Solapur to Surat is example of SGST.
Ans. : False
74. The Government has proposed a 4-tier tax structure for all goods and services.
Ans. : True
75. HSN and SAC are the codes given to goods and services under GST.
Ans. : True
76. GST rates are same of all commodities or products.
Ans. : False

77. For calculating GST on goods, accounts with inventory mode should be selected while creating company.
Ans. : True
78. For calculating GST on services, accounts only mode should be selected while creating company.
Ans. : True
79. GST on Inward supply of goods and services is known as Input Tax.
Ans. : True
80. Input tax shall be specifically named as Input IGST.
Ans. : True
81. GST on outward supply of goods and services is known as Output Tax.
Ans. : True
82. The output tax may be named as output IGST.
Ans. : True
83. Separate sales ledgers can be created for local, Interstate and non-taxable sales.
Ans. : True
84. Separate purchase ledgers can be created for local purchases, Interstate purchases and non-taxable purchases.
Ans. : True

MCQ (One Correct Answers)

3.1 Introduction

1. Computerised Accounting System is based on the concept of _____.
   (a) Database (b) Software
   (c) Hardware (d) Design
Ans. : (a)
2. Using _____ Accounting the transaction data is stored in well organized database.
   (a) Manual (b) Computerised
   (c) Artificial (d) Virtual
Ans. : (b)
3. _____ software describes a type of application software that records and processes accounting transactions within functional modules.
   (a) Designing (b) Creating
   (c) Accounting (d) Manual
Ans. : (c)

3.2 Process of Accounting Software

4. _____ involves providing basic information about the company whose books of accounts are to be maintained.
   (a) Making company (b) Developing company
   (c) Destroying company (d) Creating company

Ans. : (d)

5. For managing accounts _____ concept of accounting is being followed.
   (a) Single ledger (b) One ledger
   (c) Ledger (d) Double ledger

Ans. : (a)

6. All financial entries are made using _____ or account heads.
   (a) Balance sheet (b) Ledgers
   (c) P/L Account (d) Voucher entries

Ans. : (b)

7. _____ accounts are created to identify transactions.
   (a) Voucher (b) P/L
   (c) Balance sheet (d) Ledger

Ans. : (d)

8. In Accounting software _____ classify to their nature.
   (a) Groups (b) Ledgers
   (c) Vouchers (d) Entries

Ans. : (a)

9. A _____ is a pre-numbered accounting document used for recording daily transactions.
   (a) Group (b) Voucher
   (c) Ledger (d) Entries

Ans. : (b)

10. Every voucher maintains its debit and _____ record.
   (a) In (b) Out
   (c) Profit (d) Credit

Ans. : (d)

11. The _____ voucher type is used for recording amount received by way of cash.
   (a) Contra (b) Receipt
   (c) Purchase (d) Sales

Ans. : (b)

12. The _____ voucher type is used for recording payments mode by cash
   (a) Payment (b) Receipt
   (c) Contra (d) Journal

Ans. : (a)

13. The _____ voucher type is used for recording cash and credit sale of goods and services.
   (a) Receipt (b) Payment
   (c) Purchase (d) Sales

Ans. : (d)

14. The _____ voucher type is used for recording cash and credit purchase of goods and services.
   (a) Receipt (b) Payment
   (c) Sales (d) Purchase

Ans. : (d)

15. The _____ voucher type is used for recording deposits or withdrawals of cash from bank.
   (a) Contra (b) Sales return
   (c) Receipt (d) Payment

Ans. : (a)

16. The _____ voucher type is used for recording transfer of funds from one bank to another.
   (a) Receipt (b) Contra
   (c) Payment (d) Journal

Ans. : (b)

17. The _____ voucher type is used for recording rectifying entries or adjustment entries.
   (a) Journal (b) Purchase
   (c) Sales (d) Contra

Ans. : (a)

18. The _____ voucher type is used for recording return of goods by a customer.
   (a) Purchase (b) Sales return
   (c) Sales (d) Purchase return

Ans. : (b)

19. _____ is issued when there is reduction in the price charged to a customer.
   (a) Debit Note (b) Purchase
   (c) Contra (d) Credit Note

Ans. : (d)

20. The _____ voucher type is used for recording return of goods to a supplier.
(a) Purchase (b) Sales return
(c) Sales (d) Purchase return
Ans. : (d)

21. _____ is issued when there is reduction in the price given by supplier.
(a) Credit Note (b) Debit Note
(c) Contra Note (d) Receipt
Ans. : (b)

22. Capital account comes under which of the following head _____.
(a) Current Assets (b) Fixed Assets
(c) Capital (d) Investment
Ans. : (c)

23. Petty cash account comes under which of the following head _____.
(a) Capital (b) Fixed Assets
(c) Investments (d) Current Assets
Ans. : (d)

24. Commission received account comes under which of the following head _____.
(a) Direct Income (b) Indirect Income
(c) Direct Expenses (d) Indirect Expenses
Ans. : (b)

25. GST stands for _____.
(a) Goods and Service Tax (b) Goods and Sales Tax
(c) Goods and Supply Tax (d) goods and Survey Tax
Ans. : (a)

26. _____ is a Indirect Tax which is replaced many Indirect Taxes in India.
(a) IST (b) SST
(c) AST (d) GST
Ans. : (d)

27. In India, GST Act came into effect on _____.
(a) 1st June 2017 (b) 1st July 2017
(c) 1st August 2010 (d) 1st July 2018
Ans. : (b)

28. _____ is one nation one tax.
(a) GST (b) IST (c) SST (d) BST
Ans. : (a)

29. Posting a transaction through voucher is called _____.
(a) Custom entry (b) Repeat entry
(c) Balance entry (d) Voucher entry
Ans. : (d)

30. _____ provides a report with debit and credit balance of all ledger accounts.
(a) Balance sheet (b) Profit and Loss account
(c) Day Book (d) Trail Balance
Ans. : (d)

31. _____ report gives the final working result of the business with Net profit/Net Loss.
(a) Trial balance (b) Profit and Loss account
(c) Balance sheet (d) Day Book
Ans. : (b)

32. _____ is a statement showing assets and liabilities of the business concern.
(a) Trial Balance (b) Profit and Loss account
(c) Balance sheet (d) Day Book
Ans. : (c)

33. _____ contains all vouchers for the day including inventory vouchers.
(a) Day Book (b) Balance sheet
(c) Trial Balance (d) Profit and Loss account
Ans. : (a)

34. The purpose of _____ is to show days transactions.
(a) Trial Balance (b) Day Book
(c) Balance sheet (d) Profit and Loss account
Ans. : (b)

35. The _____ report prints a summary of the GST received and paid by you.
(a) GST (b) Sales
(c) Payment (d) Receipt
Ans. : (a)

36. _____ is one of the most widely used financial accounting software
(a) Tally (b) Office (c) C++ (d) Java
Ans. : (a)

37. In Tally for deleting any ledger, group or voucher _____ key combination is used.
(a) CTRL + D (b) ALT + D (c) ALT + S (d) CTRL + S
Ans. : (b)

3.5 Important Concepts under GST

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (One Correct) : Q. 57 to Q. 58 (Page 3-21)

38. _____ was the first country to implement the GST.
(a) France (b) Germany (c) Russia (d) Italy
Ans. : (a)

39. _____ means every kind of movable property other than money and securities.
(a) Services (b) Goods (c) Tax (d) Supply
Ans. : (b)

40. _____ are the activities provided by other people like doctors, consultants, chartered accountants etc.
(a) Services (b) Goods (c) Tax (d) Supply
Ans. : (a)

41. _____ a compulsory contribution to state revenue, levied by the Government.
(a) Services (b) Goods
(c) Tax (d) Supply
Ans. : (c)

42. GSTIN stands for _____.
(a) Goods and Supply Tax Identification Number
(b) Goods and Survey Tax Identification Number
(c) Goods and Services Tax Identification Number
(d) Goods and Sales Tax Identification Number
Ans. : (c)

43. The GSTIN is a _____ digit PAN based registration number.
(a) 15 (b) 17 (c) 18 (d) 22
Ans. : (a)

44. HSN stands for _____.
(a) Harmonized Supply of Nomenclature
(b) Harmonized Service of Nomenclature
(c) Harmonized Sales of Nomenclature
(d) Harmonized System of Nomenclature
Ans. : (d)

45. SAC stands for _____.
(a) Supply Accounting Code (b) Services Accounting Code
(c) Services Arrival Code (d) Survey Accounting Code
Ans. : (b)

46. CGST stands for _____.
(a) Common Goods and Services Tax (b) Clear Goods and Services Tax
(c) Central Goods and Services Tax (d) Consume Goods and Services Tax
Ans. : (c)

47. SGST stands for _____.
(a) Single Goods and Services Tax (b) Small Goods and Services Tax
(c) Similar Goods and Services Tax (d) State Goods and Services Tax
Ans. : (d)

48. IGST stands for _____.
(a) Inserted Goods and Services Tax
(b) Integrated Goods and Services Tax
(c) Indian Goods and Services Tax
(d) Important Goods and Services Tax
Ans. : (b)

49. _____ tax is imposed on Intra-state supply of goods and services collected by Central Government.
(a) CGST (b) GST (c) SGST (d) IGST
Ans. : (a)

50. _____ tax is imposed on Intra-state supply of goods and services collected by State Government.
(a) CGST (b) GST (c) SGST (d) IGST
Ans. : (c)

51. _____ tax is imposed on Inter-state supply or import of goods and services collected by Central Government.
(a) CGST (b) GST (c) SGST (d) IGST
Ans. : (d)

52. Goods sold from Mumbai to Pune is the example of _____.
(a) CGST (b) No GST (c) IGST (d) GST
Ans. : (a)

53. Goods sold from Solapur to Surat is the example of _____.
(a) CGST (b) GST (c) SGST (d) IGST
Ans. : (d)

54. The Government has proposed _____ tier tax structure for all goods and services.
(a) 2 (b) 3 (c) 10 (d) 4
Ans. : (d)

55. There are _____ types of GST.
(a) 2 (Two) (b) 4 (Four) (c) 3 (Three) (d) 7 (Seven)
Ans. : (c)

56. GSTIN code for Maharashtra is _____.
(a) 22 (b) 23 (c) 25 (d) 27
Ans. : (d)

57. GST on Inward supply of goods and services is known as _____ tax.
(a) Input (b) Output (c) Internal (d) External
Ans. : (a)

58. GST on outward supply of goods and services is known as _____ tax.
(a) Input (b) Output (c) Internal (d) External
Ans. : (b)

59. _____ ledgers can be created for local, Interstate and non-taxable sales.
(a) Purchase (b) Party (c) CGST (d) Sales
Ans. : (d)

60. _____ ledgers can be created for local purchases, Interstate purchases and non-taxable purchases.
(a) Purchase (b) Sales (c) Party (d) Receipt
Ans. : (a)

MCQ (Two Correct Answers)

3.1 Introduction

1. Valid types of vouchers are _____ and _____.
(a) purchase (b) receipt (c) loans (d) liabilities
Ans. : (a), (b)

2. Types of output reports are _____ and _____.
(a) balance sheet (b) ledger
(c) trial balance (d) Godown
Ans. : (a), (c)

3. Types of Input Master are _____ and _____.
(a) ledger (b) day book
(c) trial balance (d) Groups
Ans. : (a), (d)

3.2 Process of Accounting Software

4. _____ and _____ are ledger accounts can be created under group direct income.
(a) rent received (b) Sales
(c) professional fees (d) interest received
Ans. : (b), (c)

5. _____ and _____ are ledger accounts can be created under group indirect income.
(a) rent received (b) purchases
(c) commission received (d) Octroi
Ans. : (a), (c)

6. _____ and _____ are ledger accounts can be created under group indirect expenses.
(a) sales (b) purchases (c) bad debt (d) discount allowed
Ans. : (c), (d)

7. Process of accounting software includes _____ and _____.
(a) information system (b) printing of reports
(c) GST and calculation (d) manual accounting
Ans. : (b), (c)

8. Every voucher maintains its _____ and _____ record.
(a) debit (b) credit (c) in (d) out
Ans. : (a), (b)

9. Sales voucher is used for recording _____ and _____ sale of goods and services.
(a) cash (b) loan (c) credit (d) debit
Ans. : (a), (c)

10. Valid types of vouchers are _____ and _____.
(a) sales (b) income (c) purchases (d) expenses
Ans. : (a), (c)

11. Report generated by tally are _____ and _____.
(a) trial balance (b) voucher entry
(c) groups (d) balance sheet
Ans. : (a), (d)

12. Trial balance provides a report with _____ and _____ balance of all ledger accounts.
(a) profit (b) debit (c) credit (d) loss
Ans. : (b), (c)

13. _____ and _____ accounting software are available for maintaining computerised accounting.
(a) windows (b) GNUkhata
(c) Ubuntu (d) Akaunting
Ans. : (b), (d)

14. Different types of vouchers such as _____ and _____ are used for recording transactions.
(a) balance sheet (b) trial balance
(c) payment (d) receipt
Ans. : (c), (d)

3.5 Important Concepts under GST

15. Under GST _____ and _____ are the codes given to goods and services.
(a) HSN (b) IND (c) SAC (d) IST
Ans. : (a), (c)

16. _____ is an internationally accepted coding system by _____ with a vision of classifying goods all over the world in a systematic and logical manner.
(a) CGST (b) HSN (c) WCO (d) IGST
Ans. : (b), (c)

17. _____ and _____ tax is imposed on Intra-state supply of goods and services collected by central and state Government.
(a) NOGST (b) CGST (c) IGST (d) SGST
Ans. : (b), (d)

MCQ (Three Correct Answers)

3.1 Introduction

1. Working of accounting software includes _____.
(a) input masters (b) add (c) processing entries
(d) modify (e) output report (f) delete
Ans. : (a), (c), (e)

3.2 Process of Accounting Software

2. Accounting software process includes _____.
(a) creation of company
(b) manual accounting
(c) Creation of ledgers with appropriate groups
(d) slow process

(e) GST calculation
(f) manual reports
Ans. : (a), (c), (e)

3. Following are the valid voucher types used in Tally _____.
(a) trial balance (b) receipt (c) balance sheet
(d) sales return (e) day book (f) sales
Ans. : (b), (d), (f)

4. Following are various reports generated by Tally _____.
(a) trial balance (b) GST report
(c) balance sheet (d) receipts
(e) payments (f) purchases
Ans. : (a), (b), (c)

5. Points to be remembered while recording voucher entry.
(a) No alteration can be done
(b) Correct ledger account should be selected
(c) Appropriate voucher type should be selected
(d) we cannot delete the voucher
(e) we cannot print the transactions
(f) After recording transaction, it is possible to alter the contents in the voucher.
Ans. : (b), (c), (f)

6. Following are the accounting softwares available for maintaining computerized accounting.
(a) Tally (b) Windows (c) GNUkhata
(d) Ubuntu (e) UNIX (f) Ledger SMB
Ans. : (a), (c), (f)

3.5 Important Concepts under GST

7. Three types of GST are _____.
(a) HSN (b) SAC (c) GNUCash
(d) CGST (e) SGST (f) IGST
Ans. : (d), (e), (f)

8. _____, _____ and _____ ledgers are created under sub group Duties and Taxes.
(a) HSN (b) SAC (c) CGST
(d) IGST (e) SGST (f) NOGST
Ans. : (c), (d), (e)

Match the Following

3.1 Introduction

(I)

A	B
1. Input Masters	(a) Inventory voucher, Invoice, Accounting voucher
2. Processing Entries	(b) Manual accounting
3. Output Reports	(c) Balance sheet, Trail balance, GST summary
	(d) Ledger, group, voucher

Ans. : 1. – (d), 2. – (a), 3. – (c)

3.2 Process of Accounting Software

(I)

A	B
1. Receipt	(a) Payments made by cash
2. Payment	(b) Cash and Credit sale of Goods and Services
3. Sales	(c) Amount received by way of cash
4. Purchase	(d) Cash and credit purchase of Goods and Services

Ans. : 1. – (c), 2. – (a), 3. – (b), 4 – (d)

(II)

A	B
1. Contra	(a) Rectifying entries
2. Journal	(b) Return of goods to a supplier
3. Sales Return	(c) Return of goods by customer
4. Purchase Return	(d) Deposits or withdrawals of cash from bank

Ans. : 1. – (d), 2. – (a), 3. – (c), 4 – (b)

(III)

A	B
1. Trial balance	(a) Contains all vouchers for the day
2. Profit and Loss Account	(b) Prints summary of GST received and paid
3. Balance sheet	(c) Report with debit and credit balance of all ledger accounts
4 Day Book	(d) Statement showing Assets and Liabilities of the business concern
5. GST Reports	(e) Report gives the final working result of business with Net Profit/Net Loss

Ans. : 1. – (c), 2. – (e), 3. – (d), 4 – (a), 5 – (b)

3.5 Important Concepts under GST

(I)

A	B
1. CGST	(a) Intra state supply of goods or services collected by State Government
2. SGST	(b) Intra state supply of goods or services collected by Central Government
3. IGST	(c) Inter state import of goods services collected by Central Government.

Ans. : 1. – (b), 2. – (a), 3. – (c)

Answer in Brief

3.1 Introduction

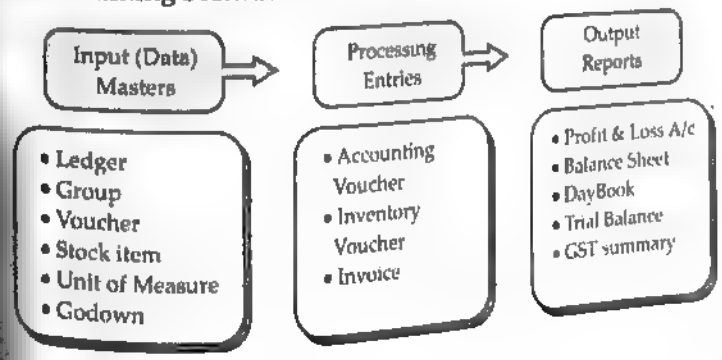
1. Explain Computerized Accounting System ?

Ans. :

i) A Computerized Accounting System is an Accounting Information System that processes the financial transactions and events as per Generally Accepted Accounting Principles (GAAP) to produce reports as per user requirements.

ii) Accounting Software describes a type of application software that records and processes accounting transactions within functional modules such as accounts payable, accounts receivable, Journal, General Ledger, Payroll, and Trial Balance. It functions as an Accounting Information System.

Working of Accounting Software :



3.2 Process of Accounting Software

2. Explain Creation of Company/Organization ?

Ans. :

i) **Creation of Company/Organization :** Company/organisation involves providing basic information about the company whose books of accounts are to be maintained.

ii) All the necessary details like name, address, contact number, Email ID etc has to be entered.

3. Explain Creation of Ledgers ?

Ans. :

i) **Creation of Ledgers :** The modern way of managing accounts called 'Single Ledger' concept of accounting is being followed.

ii) All financial entries are made using Ledgers or account heads. Ledger accounts are created to identify transactions.

4. Explain selection of Correct Voucher and Voucher types ?

Ans. :

i) **Selection of Correct Voucher :** A voucher is a pre-numbered accounting document used for recording daily transactions.

ii) Every voucher maintains its debit and credit record.

iii) There are pre-defined voucher types for every type of transaction List of pre-defined Accounting voucher types is as below

Voucher Type	Used for Recording
Receipt	Amounts received by way of cash.
Payment	Payments made by cash.
Sales	Cash and Credit sale of goods and services.
Purchase	Cash and credit purchase of raw materials, semi-finished goods and finished goods and services.
Contra	Deposits or withdrawals of cash from bank or transfer of funds from one bank to another transfer of cash to Pretty Cash.
Journal	Rectifying entries or transfer or adjustment entries purchase of fixed assets on credit.
Sales Return / Credit Note	Return of goods by a customer. It is issued when there is reduction in the price charged to a customer.
Purchase Return/ Debit Note	Return of goods to a supplier. It is issued when there is reduction in the price given by a supplier

5. Explain GST ?

Ans. : GST Calculation :

i) GST stands for Goods and Service Tax.

ii) GST is an Indirect Tax which has replaced many Indirect Taxes in India.

iii) The Act came into effect on 1st July 2017. GST is one nation, one tax.

6. Explain the concept of Voucher entry ?

Ans. :

i) Posting a transaction through voucher is called voucher entry.

ii) While recording a transaction through the voucher, the account to be debited and credited along with the amount.

iii) We can type narration which is optional.

iv) We can add any number of debits and credits in a voucher entry depending upon the transaction

7. Explain the steps for Voucher entry ?

Ans. : Steps/Procedure for voucher entry

i) Creation of Ledger with appropriate group or sub group.

ii) Select the appropriate voucher type from voucher menu.

iii) Enter voucher date.

iv) Select the debit account name from the list (which you have created) and enter the amount.

v) Select the credit account name from the list (which you have created) and enter the amount.

vi) Enter narration and save.(optional).

8. Explain the following Reports ?

Ans. :

1) **Trial Balance :** Provides you a report with debit and credit balance of all Ledger Accounts.

2) **Profit and Loss Account :** This report gives the final working result of the business with Net profit/Net Loss.

3) **Balance Sheet :** It is a statement showing Assets and Liabilities of the business concern.

4) **The Day Book :** Contains all vouchers for the day, including inventory vouchers.

5) **GST Reports :** The GST report prints a summary of the GST received and paid by you, broken down by the various tax codes, and is used to calculate your GST payment or refund.

3.3 Different Accounting Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Answer in Brief : Q. 9 (Page 3-28 and 3-29)

Explain different Accounting Packages ?

Tally with GST package : Tally is one of the most widely used financial accounting software. provides various facilities like multi- lingual operations, online functions, legally supported reports, etc. In 2009, Tally Solutions introduced the software Tally.ERP 9. The software offers comprehensive business management solution.

(2) **GNUKhata :** GNUKhata is one of the tools developed by KK's foundation. Like some other fairly innovative Indian FOSS products. From cash flow statements to profit and loss and balance sheets, GNUKhata can do it all. This software helps you keep track of your inventory.

(3) **LedgerSMB :** A powerful yet simple open source accounting solution. It has been tailored to small and medium sized businesses. Starting from managing invoices to inventory.

(4) **GNUCash :** GnuCash is personal and small-business financial-accounting software freely licensed under the GNU GPL and available for GNU/Linux, BSD, Solaris, Mac OS X and Microsoft Windows. It is designed to be easy to use, yet powerful and flexible. GnuCash allows you to track bank accounts, stocks, income and expenses.

(5) **Akaunting :** Akaunting is an interesting online accounting software that's available for free. Ranging from invoicing to managing deposits and transfers it has a whole lot of features. It's fit for both personal and enterprise needs.

3.4 Case Study/ PROBLEM

Note :

(i) With the help of above mentioned list of software use any Accounting Software (open source/ free version or proper license version).

(ii) Every software will have different navigational menus.

(iii) Practical Examination should be conducted on the software which is used for regular teaching session.

(iv) Tally ERP9 is used for following examples.

10. Practical application of Accounting Software.

Use following details to create a M/s Saraswati Trading Company for the year 2020

Company Details

Company Name :	M/s Saraswati Trading Company
Address :	512,Shaniwar Peth, Navkar Building, Pune30
State :	Maharashtra
Website :	www.saraswatitrading.com
E-mail Id :	info@saraswati.com
Maintain :	Accounts Only Financial Year From : 01-04-2019
	Books Begin From : 01-04-2019

With the help of Any Accounting Software pass the following transactions in appropriate vouchers to print reports such as Trial Balance, Profit & Loss A/c, Balance Sheet, Day Book.

Jan 2020	Particulars	Amount (Rs)
1	Mrs. Saroj started business with cash	1,57,000
1	Cash deposited into Canara Bank	50,000
1	Paid office rent by cheque	15,000
2	Purchased goods from Sumit Steel works on Credit	10,000
2	Sold goods to Ritu on cash	12,500
2	Purchased Furniture for office use	25,000
2	Depreciation on Furniture	2,500

Solution :

Step I : Company Creation

Company Info -> Create Company

(i) Create a new company in the name of M/s Saraswati Trading Company with the given details, financial year begins on 1/04/2019.

(ii) After creation of a company, it is necessary to set up features. The features are set of capabilities, provided as options, that enable maintenance of financial records as per the requirements of the users. Go to Features -> Company Features -> Accounting Features-> Maintain Accounts only -> Type Yes

STEP II : Creation Of Ledger

To record any transaction, the transaction has to be identified with the related Ledger Accounts. The user has to create various other ledgers based on their requirements.

To create given Ledgers :

Masters ⇒ Account Info ⇒ Ledgers ⇒ Single Ledger ⇒ Create

While creating a ledger, name of the ledger along with appropriate group should be selected from the list of groups.

Ledger	Under Group
Capital A/c	Capital Account
Canara Bank A/c	Bank Account
Office Rent A/c	Indirect Expenses
Purchase A/c	Purchase Accounts
Sumit Steel Works A/c	Sundry Creditors
Sales A/c	Sales Accounts
Furniture A/c	Fixed Asset
Depriciation A/c	Indirect Expenses

To view the list of created ledger : Accounts Info -> Ledger -> Single Ledger -> Display

Step III : Voucher Entries

All Accounting Software has a set of predefined vouchers such as Purchase, Sales, Payment, Receipt and Contra. To view the list of voucher types: Masters -> Accounts Info -> Voucher Types -> Display.

Analysis of Transactions :

Date 2020	Voucher Type	Particular	Debit Amt.	Credit Amt.
1 Jan	Receipt F6	Dr. Cash Cr. Capital A/c	1,57,000	 1,57,000
1 Jan	Contra F4	Dr. Canara Bank A/c Cr. Cash A/c	50,000	 50,000
1 Jan	Payment F5	Dr. Office Rent A/c Cr. Canara Bank A/c	15,000	 15,000
2 Jan	Purchases F9	Dr. Purchases A/c Cr. Sumit Steel Works A/c	10,000	 10,000
2 Jan	Sales F8	Dr. Cash A/c Cr. Sales A/c	12,500	 12,500
2 Jan	Purchases F9	Dr. Furniture A/c Cr. Cash A/c	25,000	 25,000
2 Jan	Journal F7	Dr. Depreciation A/c Cr. Furniture A/c	2,500	 2,500

Step IV : To view various Reports

(i) To view Trial Balance -> Display -> Trial Balance -> Detailed Trial Balance

(ii) To view Profit and Loss A/c -> Reports -> Profit & Loss A/c

(iii) To view Balance Sheet -> Reports -> Balance Sheet -> Detailed

(iv) To view Day Book -> Display -> Day Book -> Detailed (Alt + F1)

3.5 Important Concepts under GST

11. Short Note on GST and GSTIN.

Ans. : GST :

i) GST stands for Goods and Services Tax.

ii) France was the first country to implement the GST in 1954, and since then an estimated 160 countries have adopted this tax system.

iii) GST is an **Indirect Tax** which has replaced many Indirect Taxes in India.

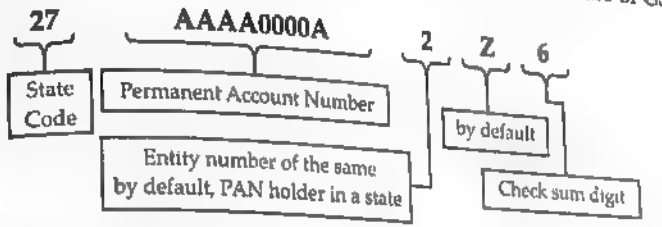
iv) In India the GST Act came into effect on 1st July 2017.

v) The GST replaced existing multiple taxes levied by the central and state governments. **GST is one nation, one tax, one market.**

GSTIN :

i) Goods and Services Tax Identification Number (GSTIN) is the registration number allotted to every registered dealer under GST Act.

ii) The GSTIN is a 15 digit PAN based registration number. Structure of GSTIN is as under



12. Short Note on HSN and SAC.

Ans. : HSN Code :

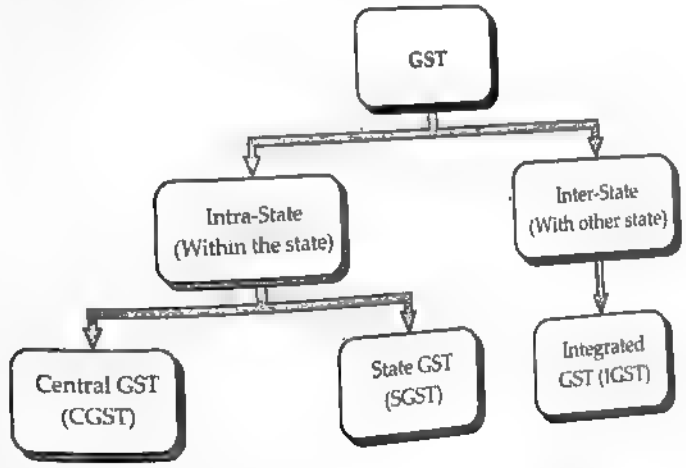
i) HSN stands for **Harmonized System of Nomenclature**, is an internationally accepted coding system developed by World Customs Organisation (WCO) with the vision of **classifying goods** all over the world in a systematic and logical manner.

SAC :

i) SAC stands for **Services Accounting Code**, which is issued by CBEC(Central Board of Excise and Customs) to uniformly **classify each service** under GST. Each service has a unique SAC.

13. Which are the Taxes Under GST ?

Ans. :



To understand GST let us consider following table :

Tax name	Imposed on	Collected by	Example
CGST(Central Goods and Services Tax)	Intra-state supply of goods or services	Central Government	Mumbai to Pune i.e. Maharashtra to Maharashtra
SGST (State Goods and Services Tax)	Intra-state supply of goods or services	State Government	Satara to Nasik i.e. Maharashtra to Maharashtra
IGST(Integrated Goods and Service Tax)	Interstate supply or import of goods or services	Central Government	Solapur to Humpy i.e. Maharashtra to Karnataka (Between two States)

14. Explain GST Rates.

Ans. :

i) The government has proposed a 4-tier tax structure for all goods and services under the slabs- 5%, 12%, 18% and 28%.

ii) There is zero % tax imposed on items such as, milk, sugar, salt, eggs, bread butter milk, curd, natural honey, fresh fruits and vegetables, jute, fresh meat, fish, chicken, stamps, judicial papers, printed books, newspapers, bangles, handloom. etc.

15. Explain Input Tax and Output Tax.

Ans. :

i) GST on Inward Supply of goods and services is known as Input Tax. Input tax shall be specifically named as Input IGST or Input CGST or Input SGST.

ii) GST on Outward Supply of goods and services is known as Output Tax. The output tax may be specifically named as Output IGST/OutputCGST/Output SGST

Ledgers pertaining to GST for Supply of Goods - The Ledgers that are affected GST are :-

- **Sales Ledger** - Separate sales Ledgers can be created for Local, Interstate and Non-taxable sales
- **Purchases Ledger** - Separate purchases Ledgers can be created for Local Purchases, Interstate purchases and Non- taxable purchases

  Party Ledger : SGST Ledger

  CGST Ledger : IGST Ledger

Ledgers pertaining to GST for Supply of Services - The Ledgers that are affected GST are :

- Sales of Service Ledger or Income Ledger - Give the name of the Service

  (If the dealer is only a service provider, Service rendered is treated as sale of service e.g. Advertisement Charges received, consulting charges received, Commission received etc.)

- **Purchase of Service Ledger or Expense Ledger** - Give the name of the Service

  (If the dealer deals only a service provider, Service received is treated as Purchase of service e.g. website development, IT service charges paid, advertisement charges paid, Consulting charges paid, Courier Charges paid, etc.)

  Party Ledger : SGST Ledger

  CGST Ledger : IGST Ledger

- Let us see different examples of GST calculation using different accounting packages.

Programs

GST on Goods :-

Example 1 :

With the help of any open source or free education version Accounting Software create a company named Shree Ganesha Trading Company, Shahupuri Estate, Kolhapur, Maharashtra Pin Code 416004, with GSTIN 27ABCDE2345F1Z4. Enter the following transactions in appropriate vouchers by applying GST. Prepare Sales/ Tax Invoice and GST Reports.

(i) On 01/04/2019 Purchased 50 Units CCTV @ Rs.10000 per Unit, GST 28% from Shiva Enterprises, Kolhapur, Maharashtra, Pin code 416001.

(ii) On 02/04/2019 Sold 30 Units of CCTV @Rs.12000 per unit, GST 28%, to Angels Public School, Satara, Maharashtra, Pin code 415001.

Solution : The above transactions clearly indicate that the purchase and sale both are within Maharashtra State.

Therefore 28% GST is applicable as 14% SGST and 14% CGST

Step 1 : Create new company

(i) Create a new company in the name of Shree Ganesha Trading Company with the given address and pin code, financial year begins on 1/04/2019.

(ii) Enable GST features by selecting -> Features -> Statutory and Taxation -> Enable Goods and Service Tax(GST) -> yes Set/alter GST details -> Yes.
Type State -> Maharashtra, GSTIN 27 -> ABCDE2345F1Z4

Step2 : Create the following Ledger Accounts

Accounts Info -> Leger -> Single -> Create

Ledger	Group	Details to be filled
Purchases CCTV A/c	Purchases Accounts	Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of transaction – 'Purchase Taxable', (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply – 'Goods')

After Set/Alter GST Details – 'Yes', GST Details Screen will appear select Nature of transaction – 'Purchase Taxable'
GST Details-> Nature of Transaction->Purchase Taxable Show all GST tax types -> Yes

Tax type - Integrated Tax - 28%; then Central Tax and State Tax will automatically reflect as '14%' and '14%' respectively. Cess 0% and then press Enter Key

Ledger	Group	Details to be filled
Sales CCTV A/c	Sales Account	Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes' Nature of transaction – 'Sales Taxable' (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply – 'Goods'
Same Steps to be followed for creating Sales CCTV Ledger A/c		
SGST A/c	Duties and Taxes	Type of Duty/Tax - 'GST', Tax Type – 'State Tax', Percentage of Calculation – '0%'
CGST A/c	Duties and Taxes	(Type of Duty/Tax - 'GST', Tax Type – 'Central Tax', Percentage of Calculation – '0%'
Ledger	**Group**	**Details to be filled**
Angel Public School A/c	Sundry Debtors	Fill the details with PIN code
Shiva Enterprises A/c	Sundry Creditors	Fill the details with PIN code

Step 3 : Create Inventory details

(a) Create Units of Measure – Unit/Ut

(b) Create Stock groups or Category as 'Camera'

(c) Create Stock Item/Product as 'CCTV' with GST rate 28%

Note : GST rates applicable for each commodity are given at the time of creation of stock items/products. For the creation of inventory items/products, following are the steps :

Step 3.1 : Create Unit of Measure: Inventory/Inventory Info> Unit of Measure/ Measurement -> Give unit name/symbol as Ut -> Formal Name/description as Units ->Select applicable Unit Quantity Code (UQC) from the pop up list(optional). -> Accept/Save the details.

Step 3.2 : Create Stock groups or Category: Inventory/Inventory Info>Stock groups or Category as Camera>Accept/Save the details without changing any field.

Step 3.3 : Create Stock Items/Product: Inventory /Inventory Info>Stock Items/ Product -> Type the name of the item/product CCTV -> Select the Under Group/Category as Camera -> Select Unit of Measurement/ Measure as Ut -> Set / Alter GST Details . Yes (then give all the GST details for that Stock Item like HSN, Taxability, IGST %, CGST%, SGST%, etc.)Type of supply – 'Goods' Accept/Save the details.

Step 4 : Create Purchase and Sales Vouchers

(1) **Purchase Voucher:** -> Accounting Vouchers -> (Purchase Voucher) -> Type Voucher Date as **1/04/2019** -> Supplier Invoice No. -> Party's name field : -> Enter **Shiva Enterprises** > Purchase Ledger field -> Select **Purchase CCTV A/c** -> Select Name of the item/product as **CCTV** ->Enter Quantity as **50** and Rate **Rs.10000** -> Select **'SGST'** -> Select 'CGST' -> Save/Accept.

(2) **Sales Voucher :** Accounting Vouchers -> Select Sales Voucher -> Enter Voucher Date> **Party's name field : Angel Public School** -> Sales Ledger field – Select **Sales CCTV** -> Select Name of the item/product as **CCTV** -> Enter Quantity **30 units** and Rate **Rs.12000** -> Select **'SGST'** -> Select **'CGST'** -> Save/Accept

Step 5 : Display Reports

(1) Tax Invoice i.e. Sales Invoice – Reports ->Display ->Day Book ->Sales Voucher

(2) GST Reports

(i) Display -> Statutory Reports -> GST -> GSTR2

(ii) GST Annual Computation – > in Pdf form(print mode)

Example 2 :

With the help of any open source or free education version Accounting Software Enter the following transactions in appropriate vouchers of Balaji Enterprises, College Road, Nashik, Maharashtra 422005 with GSTIN 27PQRST1234T2Z1, Dealers of House hold Articles. Prepare various reports with GST calculations.

(1) On 01/08/2018 Purchased from M/s. Bangalore Kitchen suppliers, Sudhama Nagar, Bengaluru, Karnataka 560002 with GSTIN 29ABCDE1235R2Z4

(a) 100 Nos. of LPG Stoves @ Rs.8500/- per Stove, GST 18%

(b) 50 Nos. of Wash Basin @Rs.7000/- per basin, GST 28%

(2) On 02/08/2018 Sold 40 Nos. of LPG Stoves @Rs.10000/- per Stove with GST18% to Anandh Multi Agencies, Kuppam Nagar, Chennai, Tamil Nadu 600033 (GSTIN-33STUVW1345S2Z6)

Solution :

The above transactions clearly indicate that the purchase and sale both are out of Maharashtra State. Therefore only IGST is applicable i.e. Integrated GST

Step 1 :

(i) Create a new company in the name of Balaji Enterprises, College Road, Nashik, Maharashtra, Pin code – 422005, financial year begins on 1/04/2018.

(ii) **Enabling GST** : Features>Statutory & Taxation > Enable Goods and Services Tax (GST) – Yes Set/alter GST details – Yes

(iii) Fill State and GSTIN details

Step 2 : Create following Ledger accounts

Account Info -> Ledgers -> Single -> Create

Ledger	Under Group
Inter-State Purchase	Purchase Accounts Is GST Applicable – Applicable Set/Alter GST Details – No Type of supply – Goods
M/s. Bangalore Kitchen Suppliers	Sundry Creditor
Inter-State Sales	Sales Accounts Is GST Applicable – Applicable Set/Alter GST Details – No Type of supply – Goods
Anandh Multi Agencies	Sundry Debtor
IGST	Duties and Taxes Type of Duty/Tax – GST Tax Type – Integrated Tax Percentage of Calculation – '0%'

Step 3 : Create Inventory details

(a) Create Units of Measure – Nos.

(b) Create Stock group/category - Households

(c) Create Stock Items/products :

(i) LPG Stoves - Type GST Rate 18% in the field 'Integrated Tax'..

(ii) Wash Basin - Type GST Rate 28% in the field 'Integrated Tax'

Note : GST rates applicable for each commodity are given at the time of creation of stock items/products. For the creation of inventory items/products, steps to be followed are :

Step 3.1 : Create Units of Measure: Inventory/Inventory Info -> Units of Measure/ Measurement -> Give unit name/symbol as **Nos** -> Formal Name/description as **Number** -> Select applicable Unit Quantity Code (UQC) from the pop up list NOS-Numbers -> Accept/Save the details

Step 3.2 : Create Stock groups or Category: Inventory/Inventory Info>Stock groups or Category as **Households** -> Accept/Save the details without changing any field

Step 3.3 : Create Stock Items/Product: Inventory /Inventory Info>Stock Items/Product -> Type the Item/Product name **LPG Stoves** -> Select the Under Group/Category as **Household** -> Select Unit of Measurement/ Measure as **Nos** -> Type GST Rate18% in the field 'Integrated Tax' -> Accept/Save the details

Step 3.4 : Create Stock Items/Product: Inventory /Inventory Info>Stock Items/Product -> Type the Item/Product name **Wash Basin** -> Select the Under Group/Category as **Household** -> Select Unit of Measurement/ Measure as **Nos** -> Type GST Rate 28% in the field 'Integrated Tax' -> Accept/Save the details

Step 4 : Create Purchase and Sales Vouchers

(1) **Purchase Voucher** : Accounting Vouchers -> Select Purchase Voucher -> Type Voucher Date -> Supplier Invoice No. >Party's name field : M/s. Bangalore Kitchen suppliers -> Purchase Ledger field – Select Inter-state Purchase -> Select Stock Item/ Product LPG Stoves > Enter Quantity as 100Nos and Rate Rs.8500> Select second Stock Item/Product Wash Basin -> Enter Quantity as 50Nos and Rate Rs.7000 -> Select 'IGST' -> Save/Accept.

(2) **Sales Voucher** : Accounting Vouchers -> Select Sales Voucher -> Enter Voucher Date>Party's name field : Anandh Multi Agencies -> Sales Ledger field – Select Inter-state Sale -> Select Name of the item/product LPG Stoves -> Enter Quantity 40 Nos and Rate Rs.10000>Select 'IGST' -> Save/Accept.

Step 5 : Display GST Reports :

(i) Display -> Statutory Reports -> GST - > GSTR-2

(ii) Display -> Statutory Reports -> GST -> GST Annual Computation

(I) **GST on Services** –

While calculating GST on Services all the services purchased can be recorded in Purchase Voucher. For example paid advertisement charges, consultancy charges, professional charges, maintenance charges, transportation charges, IT charges etc. to be considered as services purchased for the company and hence to be recorded in Purchase Voucher.

Similarly, while calculating GST on Services all the services sold can be recorded in Sales Voucher. For example received advertisement charges, consultancy charges, professional charges, maintenance charges, transportation charges, IT charges etc. to be considered as services sold by the company and hence to be recorded in Sales Voucher.

E.g. Digisoft India Ltd Company is a company which develops websites. They have developed a website for Enhance Learning Institute for Rs 50,000/- as design charges. Entry for the same will be:-

Voucher Entry	Group Name	Voucher Type
Enhance Learning Institute A/c ....Dr 50000 To Design charges A/c 50000	Sundry Debtor Sales	Sales Voucher

Note: While calculation GST for the company rendering only services Accounting Features should change to "Maintain Accounts Only" as YES option

Let us understand this with the help of following example :

Example 3

M/s. Freelance Technical Consultancy Company from Shraddhanand Peth, Ambazari Rd, Nagpur, Maharashtra 440010 (GSTIN 27HIJKL1234M5Z6) is a freelancing company which tackle problems and provide IT solutions to the big organisation. The company renders services like website designing, Digital Marketing consultation, etc. Following transactions has taken place in the month of October 2017.

With the help of any open source or free education version Accounting Software enter the following transactions in appropriate vouchers of M/s. Freelance Technical Consultancy Company with GST calculations.

(a) 1-10-2017 Received Design charges from M/s Mehta Construction Group, Amravati, Rs.50,000/- by cheque, (SBI Ch. No.579678) GST-18%

(b) 2-10-2017 Received Consultancy charges from M/s Perfect Engineers Ltd, Wardha, Rs.10,000/-, GST 5%

(c) 2/10/2017 Paid Advertisement charges Rs.40,000/-, GST-18% to M/s. Online Digital Marketing Ltd, Mumbai.

(d) 02/10/2017 Paid Web hosting charges to M/s. Popular Web hoster, Bangalore, Karnataka by Cheque Rs.30,000/-, (SBI Ch.No.325647) IGST-18%

Print GST Reports GSTR-2 and GST Annual Computation.

Solution :

In the above transactions we have to consider SGST, CGST, IGST

Step1 : Create a new company

M/s. Freelance Technical Consultancy Company from Shraddhanand Peth, Ambazari Rd, Nagpur, Maharashtra 440010, financial year begins on 1/04/2017. Enable GST by filling GSTIN 27HIJKL1234M5Z6.

Note : Don't forget to change the company features if the company renders *'Service Only'* as Feature -> Accounting Features -> Maintain Accounts Only *'Yes'*

Step2 : Create the following Ledger Accounts

Ledger	Under Group and details to be filled
Design Charges	Indirect Income (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Sales Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')
M/s Mehta Construction Group	Sundry Debtors
SBI A/c	Bank Account
SGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'State Tax', Percentage of Calculation – '0%', Rounding method – 'Not applicable')
CGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'Cent- ral Tax', Percentage of Calculation – '0%', Rounding method – 'Not applicable')
Consultancy Charges	Indirect Income (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Sales Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')
M/s Perfect Engineers Ltd	Sundry Debtors
Advertisement Charges	Indirect Expenses (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Purchase Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')
M/s Online Digital Marketing Ltd	Sundry Creditors
M/s Popular Web hoster	Sundry Creditors

Ledger	Under Group and details to be filled
IGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'Integ- rated Tax', Percentage of Calculation – '0%', Rounding method – 'Not applicable')
Web Hosting Charges	Indirect Expenses (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Inter-State Purchase Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')

Step 3 : Accounting Vouchers :

Transaction	Voucher Type	Procedure
1 (Due Entry)	Sale	Debit – M/s Mehta Construction group Credit- Design charges Credit- CGST Credit- SGST (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
1 (Receipt entry)	Receipt	Debit – SBI Credit- M/s Mehta Construction group
2 (Due Entry)	Sale	Debit – M/s Perfect Engineers Ltd Credit- Consultancy charges Credit- CGST Credit- SGST (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
2 (Receipt entry)	Receipt	Debit – Cash Credit- M/s Perfect Engineers Ltd

Transaction	Voucher Type	Procedure
3 (Due Entry)	Purchase	Debit – Advertisement Charge Debit- CGST Debit – SGST Credit- M/s. Online Digital marketing Ltd (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
3 (Payment entry)	Payment	Debit - M/s. Online Digital marketing Ltd Credit – Cash
4 (Due Entry)	Purchase	Debit – Web Hosting Charges Debit- IGST Credit- M/s. Popular Web hoster (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
4 (Payment entry)	Payment	Debit - M/s. Popular Web hoster Credit – Cash

Step 4 : Display GST Reports :

(a) GSTR-2

(b) GST Annual Computation

Self Assessment

Time : 1 Hour **Marks: - 40**

1. **Fill in the blanks** (05)

1. All financial entries are made using _____ or account heads.
2. The _____ voucher type is used for recording amounts received by way of cash.
3. _____ provides you a report with Debit and Credit balance of all ledger accounts.
4. Tally is one of the most widely and financial _____software.
5. GSTIN is the registration number allotted to every registered dealer under GST Act.

2. True or False (05)

1. Sales voucher is used for recording cash and credit purchase of goods and services.
2. Purchase Return voucher is used for recording return of goods to a supplier.
3. The Receipt Book contains all vouchers for the day.
4. In Tally, ALT + D key combination is used to delete ledger, group or voucher etc.
5. Social media marketing is the use of social media platforms and websites to promote a product or service.

3. MCQ one correct alternative. (05)

1. _____ accounts are created to identify transactions.
   (a) Voucher (b) P/L (c) Balance sheet (d) Ledger
2. Every voucher maintains its _____ and credit record.
   (a) In (b) Out (c) Debit (d) Credit
3. The _____ voucher type is used for recording payments mode by cash.
   (a) Payment (b) Receipt (c) Contra (d) Journal
4. The product of _____ was originally developed by Urchin company in year 2005.
   a) SEO b) Red Hat c) Google Analytics d) Broken Links
5. Petty cash account comes under which of the following head ____.
   (a) Capital (b) Fixed Assets (c) Investments (d) Current Assets

4. MCQ two correct alternative. (06)

1. Types of output reports are _____ and _____.
   (a) balance sheet (b) ledger (c) trial balance (d) Godown
2. Different types of vouchers such as _____ and _____ are used for recording transactions.
   a) balance sheet (b) trial balance (c) payment (d) receipt
3. Types of Input Master are _____ and _____.
   (a) ledger (b) day book (c) trial balance (d) Groups

5. MCQ three correct alternative. (06)

1. Working of accounting software includes _____.
   (a) input masters (b) add
   (c) processing entries (d) modify
   (e) output report (f) delete
2. Following are various reports generated by Tally _____.
   (a) trial balance (b) GST report
   (c) balance sheet (d) receipts
   (e) payments (f) purchases

6. Match the Following. (03)

	A		B
1.	Receipt	(a)	Payments made by cash
2.	Payment	(b)	Cash and Credit sale of Goods and Services
3.	Sales	(c)	Amount received by way of cash
4.	Purchase	(d)	Cash and credit purchase of Goods and Services
5.	Input Masters	(e)	Inventory voucher, Invoice, Accounting voucher
6.	Processing Entries	(f)	Ledger, group, voucher

7. Answer the following : (10)

a) Write steps to create a Company in Tally **(Refer Page No 3.28, Q.2)**

b) Explain Receipt voucher in Tally **(Refer Page No 3.28, Q.4)**

c) Explain steps for voucher entry **(Refer Page No 3.29, Q.7)**

d) Short note on Trial Balance

Ans. : Trial Balance provides a report with debit and credit balance of all ledger accounts.

e) Explain steps to delete the ledger

Ans. :

From Gateway of Tally → Accounts Info → Ledger → Alter

Open Ledger in Alter mode and press Alt+D to delete ledger

Answer of Questions

1. Fill in the blanks

1) ledgers 2) Receipt 3) Trial Balance
4) accounting 5) Input

2. True or False

1) False 2) True 3) False
4) True 5) True

3. MCQ one correct alternative

1) D 2) C 3) A 4) D 5) D

4. MCQ two correct alternative

1) (a, c) 2) (c, d) 3) (a, d)

5. MCQ three correct alternative

1) (a, c, e) 2) (a, b, c)

6. Match the Following

1. - (c), 2. - (a), 3. - (b), 4 - (d) 5 - (f) 6 - (e)

□□□

4 E-Commerce & E-Governance

Chapter at a Glance

4.1 Introduction to E-Commerce

4.2 Definition of E-Commerce

4.3 Types of E-Commerce

Types of E-commerce: -
Business to Consumer, Business to Business, Consumer to Consumer, Consumer to Business

4.4 Disadvantages of E-Commerce

Disadvantages of E-commerce : -
Setup cost, security, goods delivery, physical presence.

4.5 Advantages of E-Commerce

Advantages of E-commerce: -
Global scope, anytime shopping, cost saving, public services.

4.6 Difference between Traditional Commerce and E-Commerce

4.7 E-Commerce Trade cycle

Meaning, Phases of Trade cycle are Pre-sales, Execution, Settlement, After-Sales

4.8 Modes of Payment

Credit cards, Mobile Payments, Bank Transfers, E-Wallets.

4.9 Forms of E-Commerce

M-commerce, Social Commerce.

4.10 E-Commerce Technology

Concept of Electronic Data Interchange (EDI)

4.11 E-governance

Advantages of E-Governance, Types of E-Governance are Government to Citizen, Government to Business, Government to Government, Government to Employee.

4.12 Security measures in E-Commerce

Encryption, types of encryption i.e. Symmetric and Asymmetric, Digital Signature, Digital Certificate.

Exercise

Fill in the Blanks

1. E-Commerce's scope is ... .

Ans. : global

2. A customer can do shopping ..... online using type of E-Commerce.

Ans. : B2C

3. The ..... phase consist of Order and Delivery.

Ans. : execution

4. E-wallet is a type of ..... account in which a user can store his/her money for any future online transaction.

Ans. : prepaid

5. EDI is ..... exchange of information.

Ans. : electronic

6. The ..... type of e-governance refers to the government services which enable citizens to get access to wide variety of public services.

Ans. : G2C

7. The e-governance which provides safe and secure inter-relationship between domestic or foreign government is .....

Ans. : G2G

State True or False

1. C2C type of E-commerce deals with Business and Customer.

Ans. : False

2. The lack of a personal touch can be a disadvantage for many types of services and products in E-commerce.

Ans. : True

3. Checking the balance of holiday is an example of G2C.

Ans. : False

4. E-commerce provides more options to compare and select the cheaper and better options

Ans. : True

5. M-commerce can be used through desktop computer.

Ans. : False

Multiple Choice Question (1 correct answer)

1. Invoice and payment are included in ..... phase of trade cycle.
   (a) Presale (b) execution (c) settlement (d) After sale

Ans. : (c)

2. License renewal is an example of ..... e-governance.
   (a) G2C (b) G2B (c) G2G (d) G2E

Ans. : (a)

Multiple Choice Question (2 correct answer)

1. Encryption consist of two processes and .....
   (a) encryption (b) signature (c) decryption
   (d) digitization (e) security

Ans. : (a), (c)

2. Social commerce is a subset of electronic commerce that involves social media like ..... and .....
   (a) Facebook (b) Instagram (c) gmail
   (d) whatsapp (e) software

Ans. : (a), (b)

Match the following

A	B
1. M-commerce	(a) Coded form of data
2. Cipher Text	(b) B2B
3. EDI	(c) E-bill payment
4. Wholesaler-to Retailer	(d) Paperless exchange of information
5. License renewal	(e) G2G
6. Online facility to employees like leave	(f) G2C
7. Government agencies share same database	(g) G2E

Ans. : 1-c , 2-a, 3-d, 4-b , 5-f, 6-g, 7-e

Answer in Brief

1. Explain phases of trade cycle.

Ans. : Refer 4.9, Q. 5

2. Explain M-Commerce.
Ans. : Refer 4.30, Q. 7
3. Describe process of encryption.
Ans. : Refer 4.33, Q. 12
4. What is E-governance.
Ans. : Refer 4.31, Q. 9
5. List out advantages of E-commerce.
Ans. : Refer 4.28, Q.3
6. Which are the different types of e-governance?
Ans. : Refer 4.32, Q.11
7. State two examples of G2E services.
Ans. : Refer 4.32, Q.11
8. Write any four advantages of e-governance.
Ans. : Refer 4.31, Q. 9

Fill in the Blanks

4.1 Introduction

1. E-commerce stands for .....
Ans. : Electronic Commerce
2. is nothing but buying and selling of goods.
Ans. : Commerce

4.2 Definition of E-Commerce

3. .....is the process of buying and selling of goods and services using electronic medium.
Ans. : Electronic Commerce
4. .....is also referred as paperless exchange of business information.
Ans. : Electronic Commerce

4.3 Difference between Traditional Commerce & E-Commerce

5. ..... Commerce focuses on the exchange of products and services through personal interactions.
Ans. : Traditional
6. .....Commerce has limited business hours.
Ans. : Traditional

7. .....Commerce is limited to a particular geographical location.
Ans. : Traditional
8. Modes of payment in ..... commerce include cash, cheques and credits cards
Ans. : Traditional
9. In ..... Commerce scope is local.
Ans. : Traditional
10. ..... Commerce trading activities are online via the internet and can be considered automatic.
Ans. : Electronic
11. ..... Commerce is 24 × 7, it can be done anytime day and night.
Ans. : Electronic
12. In ..... Commerce modes of payment are bank transfer, credit card, e-wallet etc.
Ans. : Electronic
13. In ..... Commerce scope is global.
Ans. : Electronic
14. ..... Commerce provides face to face interaction.
Ans. : Traditional
15. Goods and delivery of services is instant with ..... commerce.
Ans. : traditional
16. ..... commerce can be termed as screen to face interaction.
Ans. : Electronic

4.4 Advantages of E-Commerce

17. ..... commerce provides the sellers with a global reach.
Ans. : Electronic
18. ..... commerce reduces paper work and lower the transaction cost.
Ans. : Electronic
19. ..... commerce helps in reducing the cost of searching a product.
Ans. : Electronic
20. ..... commerce allows the customer and the business to be in touch directly without any intermediaries.
Ans. : Electronic

4.5 Disadvantages of E-Commerce

21. There is a lack of a person touch is ..... commerce.
Ans. : Electronic

4.6 Types of E-Commerce

22. B2C stands for .....

Ans. : Business to Consumer

23. In model business sells it's product directly to a customer.

Ans. : B2C (Business to Consumer)

24. B2B stands for .....

Ans. : Business to Business

25. In ..... model business sells its products to an intermediate buyer.

Ans. : B2B (Business to Business)

26. C2C stands for .....

Ans. : Consumer to Consumer

27. In ..... model, consumer helps consumer to sell their assets by publishing their
28. information on the website.

Ans. : C2C (Consumer to Consumer)

29. C2B Stands for .....

Ans. : Consumer to Business

30. In ..... model, consumers have products or services of value that can be consumed by businesses.

Ans. : C2B (Consumer to Business)

4.7 E-Commerce Trade cycle

31. A ..... is the series of exchanges between a customer and supplier that takes
32. place when a commercial exchange is executed.

Ans. : Trade Cycle

33. The ..... phase of Trade cycle consist of two steps like search and negotiate.

Ans. : Pre-sales

34. The ..... phase of Trade cycle consists of Order and Delivery.

Ans. : Execution

35. The ..... phase of Trade Cycle consist of Invoice and Payment.

Ans. : Settlement

36. The ..... phase of Trade Cycle consist of warranty and After Sale Services.

Ans. : After-sales.

4.8 Modes of Payment

37. Transfer is used when money is sent from one bank account to another.

Ans. : Bank

38. ..... is a type of electronic card which is used for transactions made online through a computer or a smartphone.

Ans. : E-Wallet

4.9 Forms of E-commerce

39. .....is the buying and selling of goods and services through wireless handheld
40. ..... devices such as smartphones and tablets.

Ans. : M-Commerce (Mobile Commerce)

41. ..... Commerce is a form of electronic, commerce that involves social media that supports social interaction.

Ans. : Social

42. .....Commerce is the use of networking websites, such as facebook, Instagram and Twitter as vehicles to promote and sell products and services.

Ans. : Social

4.10 E-Commerce Technology

43. EDI stands for .....

Ans. : Electronic Data Interchange

44. .....is the electronic interchange of business information using a standardized format.

Ans. : EDI (Electronic Data Interchange)

45. The ..... is a process which allows one company to send information to another company electronically rather than a paper.

Ans. : EDI (Electronic Data Interchange)

46. Business entities conducting business electronically are called .....

Ans. : Trading Partners

47. E-wallet is a type of ..... account in which a user-can store money for any future online transaction.

Ans. : Prepaid

48. .....is computer-to-computer interchange of strictly formatted documents via telecommunication or physically transported on electronic storage media.

Ans. : EDI (Electronic Data Interchange)

4.11 E-governance

49. .....signifies the implementation of information technology in the government processes and function.

Ans. : E-Governance

50. E-Governance is of ..... types.
Ans. : 4 (Four)
51. G2C stands for . . . .
Ans. . Government-to-Citizen
52. The . refers to the government services which enable citizens to get access to wide variety of public services.
Ans. : G2C (Government to Citizen)
53. G2B stands for . . .
Ans. : Government to Business
54. The .. .. is the exchange of services between Government and Business Organization.
Ans. : G2B (Government to Business)
55. The .... consists of many services exchanged between business sectors and government.
Ans. : G2B (Government to Business)
56. G2G stands for .....
Ans. : Government to Government
57 The .. refers to the interaction between different government departments, organizations and agencies.
Ans. : G2G (Government to Government)
58. The E-Governance which provides safe and secure inter-relationship between domestic and foreign government is .....
Ans. : G2G (Government to Government)
59. G2E stands for .....
Ans. : Government to Employee
60. The ..... is the internal part to G2G sector.
Ans. : G2E (Government to Employee)
61. The ..... governance aims to bring employees together and improvise knowledge sharing.
Ans. : G2E (Government to Employee)

4.12 Security Measures in E-Commerce

62. ... . is widely used on the internet to protect user information being sent between a browser and a server.
Ans. : Encryption
63. .....converts plain text into Cipher text.
Ans. Encryption
64. ..... converts Cipher text into plain text.
Ans. : Decryption
65. A ..... is also known as an electronic signature.

Ans. : Digital Signature
66. A ..... guarantees the authenticity of an electronic document
Ans. : Digital Signature
67. A ..... is an electronic password that allows a person to exchange data securely over the Internet using public key infrastructure
Ans. : Digital Certificate
68. .....is also known as a public key certificate or identity certificate
Ans. : Digital Certificate
69. PKI stands for .. ..
Ans. : Public Key Infrastructure

True or False

4.1 Introduction

1. E-Commerce stands for Electronic commerce
Ans. : True
2. Commerce is an important part of business
Ans. : True
3. Commerce means buying and selling of goods and services.
Ans. : True

4.2 Definition of E-Commerce

4. E-Commerce is a process of buying and selling of goods or services using Internet.
Ans. : True
5. E-Commerce focuses on the exchange of products and services through personal interactions.
Ans. : False

4.3 Difference between Traditional Commerce & E-Commerce

6. Traditional Commerce is manual.
Ans. : True
7. E-Commerce trading activities are online via the internet.
Ans. : True
8. Traditional Commerce is limited to business hours.
Ans. : True

9. E-Commerce is 24 × 7.
Ans. : True
10. E-Commerce provides face to face interaction.
Ans. : False
11. Traditional Commerce is limited to a particular geographical location.
Ans. : True
12. E-Commerce is local.
Ans. : false
13. Modes of payments in E-commerce are bank transfer, e-wallet etc.
Ans. : True
14. Goods and delivery of services is instant with Traditional commerce.
Ans. : True
15. Traditional Commerce's Scope is global.
Ans. : false

4.4 Advantages of E-Commerce ; 4.5 Disadvantages of E-Commerce

16. E-Commerce reduces paper work.
Ans. : True
17. E-commerce increases the cost of searching a product.
Ans. : False
18. E-commerce does not allow intermediaries.
Ans. : True
19. Set-up cost of E-Commerce is expensive.
Ans. : True

4.6 Types of E-Commerce

20. In B2C Model business sells its products to an intermediate buyer who then sells product to the final customer.
Ans. : False
21. In B2C model business sells its product directly to customer.
Ans. : True
22. In C2C model, consumer helps consumer to sell their assets by publishing their information on website.
Ans. : True
23. OLX, Quikr, online auction are the examples of B2B model.
Ans. : False

24. In C2B model consumers have products or services of value that can be consumed by businesses.
Ans. : True
25. Types of E-commerce are B2B, C2B, C2C etc.
Ans. : True

4.7 E-Commerce Trade cycle

26. Trade Cycle is the series of exchanges between a customer and supplier that take place when a commercial exchange is executed.
Ans. : True
27. Execution phase consists of two steps like search and negotiate.
Ans. : False
28. The execution phase consists of Order and Delivery.
Ans. : True
29. The After sales phase consists of Invoice and Payment.
Ans. : False
30. Invoice means customer will receive a bill for purchased product.
Ans. : True
31. After sales phase consists of warranty and after sales services.
Ans. : True
32. Settlement means customer will do complaints about the performance of product and get maintenance service from supplier.
Ans. : False

4.8 Modes of Payment

33. Credit cards are most common way for customers to pay online.
Ans. : True
34. Mobile payment apps are UPI, Paytm, Paypal etc.
Ans. : True
35. Bank transfer cannot be used when money is sent from one bank account to another.
Ans. : False
36. NEFT, IMPS etc. are the examples of Bank transfer.
Ans. : True
37. E-Wallet is electronic card which is used for transactions made online through a computer or smartphone.
Ans. : True

38. E-wallet is a type of post paid account.

Ans. : False

39. State bank Buddy, Paytm wallets are examples of E-wallets.

Ans. : True

4.9 Forms of E-commerce

40. Some common forms of E-commerce are C2B, B2B, C2C etc.

Ans. : False

41. M-Commerce is buying and selling of goods and services through smartphones and tablets.

Ans. : True

42. M-Commerce enables users to access online shopping by using a desktopcomputer.

Ans. : False

43. The applications of M-Commerce are Mobile banking, E-bill payment, online auctions etc.

Ans. : True

44. Social Commerce is a form of electronic commerce that involves online media that supports social interaction.

Ans. : True

4.10 E-Commerce Technology

45. EDI stands for Electronic Data Information.

Ans. : False

46. EDI is the non-electronic interchange of business information using a standardised format.

Ans. : False

47. EDI is a process which allows one company to send information to another electronically rather than paper.

Ans. : True

48. EDI is paperless exchange of electronic information.

Ans. : True

49. Business entities conducting business electronically are called trading partners.

Ans. : True

50. Two most common documents exchanged using EDI are purchase orders and invoices.

Ans. : True

4.11 E-governance

51. E-Governance is the implementation of information technology in the government processes and function.

Ans. : True

52. E-Governance delivers SMART governance.

Ans. : True

53. Types of E-Governance are B2B, B2C, C2C.

Ans. : False

54. The G2C refers to the government services which enable citizens to get access to wide variety of public services.

Ans. : True

55. Licence renewals and paying tax are the examples of G2C.

Ans. : True

56. The G2B is the internal part of G2G sector.

Ans. : False

57. G2B provides access to relevant forms needed to comply.

Ans. : True

58. The G2G refers to the interaction between different government departments, organizations and agencies.

Ans. : True

59. In G2G type of e-governance, government agencies can share the same database using online communication.

Ans. : True

60. The G2E is the internal part of G2G sector.

Ans. : True

61. Checking balance of holiday is example of G2E.

Ans. : True

62. Reviewing salary payment records, applying for leave is the example of G2C.

Ans. : False

63. Digital India is a campaign launched by the Government of India is order to make Government's Services available to citizens electronically.

Ans. : True

64. e-mitra project, e-Seva project, CET are the examples of successful implementation of E-Governance.

Ans. : True

4.12 Security Measures in E-Commerce

65. Encryption is used to protect user information being sent between browser and a server

Ans. : True

66. Encryption converts plain text into coded form of data.

Ans. : True

67. Conversion of plain text into Cipher text is called decryption.

Ans. : False

68. Decryption converts Cipher text into plain text.

Ans. : True

69. Encryption is of two types Symmetric and Asymmetric.

Ans. : True

70. Digital Signature is also known as electronic signature.

Ans. : True

71. Digital Signature is also known as public key certificate.

Ans. : False

72. Digital Signature is on electronic passwords that allows organisation to exchange data securely over the Internet using PKI.

Ans. : True

MCQ (One Correct Answers)

4.1 Introduction

1. E-Commerce stands for .....
   (a) Engage Commerce (b) Evolve Commerce
   (c) Electronic Commerce (d) Easy Commerce

Ans. : (c)

4.2 Definition of E-Commerce

2. .. ..is the process of buying and selling of goods and services using electronic medium.
   (a) E-Commerce (b) Digital Certificate
   (c) E-Governance (d) Digital Signature

Ans. : (a)

4.3 Difference between Traditional Commerce & E-Commerce

3. ..... Commerce focuses on the exchange of products and services through personal interactions.
   (a) E-Governance (b) Electronic
   (c) Digital Signature (d) Traditional

Ans. : (d)

4. .....Commerce has limited to business hours.
   (a) Traditional (b) Electronic
   (c) Digital (d) E-governance

Ans. : (a)

5. .....Commerce provides face to face interaction.
   (a) Electronic (b) Traditional
   (c) Digital (d) Web hasting

Ans. : (b)

6. In ..... Commerce scope is local.
   (a) Electronic (b) Divisional
   (c) Digital (d) Traditional

Ans. : (d)

7. .....Commerce has no time limits, it is available 24 × 7.
   (a) Electronic (b) Divisional
   (c) Traditional (d) Digital

Ans. : (a)

8. In ..... Commerce trading activities are online via the internet.
   (a) Digital (b) Traditional
   (c) Electronic (d) Divisional

Ans. : (c)

9. In ..... Commerce scope is a global.
   (a) Digital (b) Electronic
   (c) Traditional (d) Divisional

Ans. : (b)

10. .....Commerce reduces the paper work and lower the transaction cost.
   (a) Electrónic (b) Divisional
   (c) Traditional (d) local

Ans. : (a)

11. .....application provides users with more options to compare and select the cheaper and better option.
   (a) Z-Commerce (b) G – Commerce
   (c) E-Commerce (d) V-Commerce

Ans. : (c)

12. ... ...Commerce allows the customers and the business to be in touch directly without any intermediaries.
(a) Traditional (b) Electronic (c) Divisional (d) Digital
Ans. : (b)

4.6 Types of E-Commerce

13. In ..... model business sells its product directly to a customer.
(a) C2B (b) B2C (c) B2B (d) C2C
Ans. : (b)

14. In .. .. model, business sells its products to an intermediate buyer who then sells the product to the final customer.
(a) C2B (b) B2C (c) B2B (d) C2C
Ans. : (c)

15. In ..... model, consumer helps consumer to sells their assets by publishing their information on the website.
(a) C2B (b) B2C (c) B2B (d) C2C
Ans. : (d)

16. On-line auction is example of ..... model.
(a) C2B (b) B2C (c) B2B (d) C2C
Ans. : (d)

17. In ..... model consumers have products or services of value that can be consumed by businesses.
(a) C2B (b) B2B (c) C2C (d) B2C
Ans. : (a)

4.7 E-Commerce Trade Cycle

18. A .. .. is the series of exchanges between a customer and supplier that takes place when a commercial exchange is executed.
(a) EDI (b) Trade Cycle (c) Encryption (d) Decryption
Ans. : (b)

19. .....phase of Trade cycle consist of two steps like search and negotiate.
(a) Presale (b) Execution (c) Settlement (d) After sales
Ans. : (a)

20. .....phase of Trade cycle consists of Order and Delivery.
(a) Presale (b) Execution (c) Settlement (d) After sales
Ans. : (b)

21. In ..... phase of Trade Cycle the customer sends an order for the selected product and receives delivery of the product.
(a) Presale (b) After sales (c) Execution (d) Settlement
Ans. : (c)

22. The ..... phase of Trade Cycle consist of warranty and After Sale Services.
(a) Presale (b) Execution (c) Settlement (d) After sales
Ans. : (d)

23. ..... services means customer will do complaints about the performance of product and get maintenance service from the suppliers.
(a) Presale (b) After sales (c) Execution (d) Settlement
Ans. : (b)

4.8 Modes of Payment

24. .....offer a quick solution for customers to purchase on e-commerce website.
(a) Mobile Payments (b) Digital Signature
(c) Cost Payments (d) Cheque Payments
Ans. : (a)

25. Apps the BHIM, UPI, paytm are the examples of .....
(a) cheque payment (b) cash payment
(c) EDI (d) Mobile payments
Ans. : (d)

26. .....is used when money is sent from one bank account to another.
(a) EDI (b) Bank Transfer
(c) Digital Cignature (d) Trade Cycle
Ans. : (b)

27. NEFT, IMPS are the examples of .....
(a) Credit Card (b) Trade Cycle
(c) Debit Card (d) Bank Transfer
Ans. : (d)

28. ..... is a type of electronic card which is used for transactions made online through a Computer or a smart-phone.
(a) E-Wallets (b) E-Book (c) E-Pocket (d) E-Draw
Ans. : (a)

29. State Bank Buddy, paytm wallets are the examples of .....
(a) E-Book (b) E-Pocket (c) E-Wallet (d) E-Draw
Ans. : (c)

30. E-wallet is a type of ..... account in which a user can store money for any future online transaction.

(a) Pre-paid (b) Cash-paid (c) Bank paid (d) Cheque paid

Ans. : (a)

4.9 Forms of E-commerce

31. .....is the buying and selling of goods and services through wireless handheld devices such as smartphones and tablets.

(a) Trade Cycle (b) M-Commerce

(c) Social Commerce (d) EDI

Ans. : (b)

32. ....enables users to access online shopping platforms without using desktop computer.

(a) M-Commerce (b) EDI

(c) T-Commerce (d) Trade Cycle

Ans. : (a)

33. Mobile banking, E-bill payment, ticket booking are the examples of .....

(a) EDI (b) Trade Cycle

(c) M-Commerce (d) Digital Certificate

Ans. : (c)

34. ..... Commerce is a form of electronic commerce that involves social media that supports social interaction.

(a) Social (b) National (c) Local (d) Divisional

Ans. : (a)

35. ....Commerce is a subset of electronic commerce that involves social media like facebook, Instagram and Twitter.

(a) Local (b) Divisional (c) National (d) Social

Ans. : (a)

4.10 E-Commerce Technology

36. EDI stands for .....

(a) Easy Data Interchange

(b) Economic Data Interchange

(c) Electronic Data Interchange

(d) Enable Data Interchange

Ans. : (c)

37. .....is the electronic interchange of business information using a standardized format.

(a) EDI (b) Trade Cycle

(c) Digital Signature (d) Digital Certificate

Ans. : (a)

38. ..... is a process which allows one company to send information to another company electronically rather than a paper.

(a) Trade Cycle (b) EDI

(c) Social Commerce (d) Mobile Commerce

Ans. : (b)

39. Business entities conducting business electronically are called ....

(a) Global partners (b) Local partners

(c) Visiting partners (d) Trading partners

Ans. : (d)

4.11 E-governance

40. ..... is the implementation of information technology in the government processes and functions.

(a) E-Governance (b) E-Commerce

(c) Social Commerce (d) M-Commerce

Ans. : (a)

41. The ..... type of e-governance refers to the government services which enable citizens to get access to wide variety of public services.

(a) G2E (b) G2C (c) G2B (d) G2G

Ans. : (b)

42. License renewals and paying tax can be done through ..... type of E-Governance.

(a) G2E (b) G2G (c) G2C (d) G2B

Ans. : (c)

43. The ..... type of E-governance is the exchange of services between government and business organizations.

(a) G2C (b) G2B (c) G2G (d) G2E

Ans. : (b)

44. The ..... type of E-governance refers to the interaction between different government departments, organizations and agencies.

(a) G2C (b) G2B (c) G2G (d) G2E

Ans. : (c)

45. In . . . .type of E-governance, government agencies can share the same database using on line communication.
(a) G2C (b) G2B (c) G2G (d) G2E
Ans. : (c)

46. The . ... .. type of E-governance is the internet part of G2G sector.
(a) G2C (b) G2B (c) G2G (d) G2E
Ans. : (d)

47. ... . type of E-Governance provides facilities to employers like applying for leave, reviewing salary payment record and checking balance of holiday.
(a) G2C (b) G2B (c) G2G (d) G2E
Ans. : (d)

4.12 Security Measures in E-Commerce

48. .....is used on the internet to protect user information being sent between a browser and a server.
(a) Encryption (b) Decryption
(c) Digital Signature (d) Digital Certificate
Ans. : (a)

49. .....converts plain text into Cipher text.
(a) Decryption (b) Encryption
(c) Digital Signature (d) Digital Certificate
Ans. : (b)

50. .....converts Cipher text into plain text.
(a) Decryption (b) Encryption
(c) Digital Signature (d) Digital Certificate
Ans. : (a)

51. .....is of two types symmetric and Asymmetric.
(a) Encryption (b) Private key
(c) Public key (d) Decryption
Ans. : (a)

52. A ..... is also known as an electronic signature.
(a) Digital Certificate (b) Digital Signature
(c) Cryptography (d) EDI
Ans. : (b)

53. PKI stands for .....
(a) Public Key Infrastructure (b) Personal Key Certificate
(c) Publish Key Certificate (d) Person Key Certificate
Ans. : (a)

54. .....is also known as Public key certificate or identity certificate
(a) EDI (b) Digital Certificate
(c) Trade Cycle (d) Digital Signature
Ans. : (b)

55. A ..... is an electronic password that allows organisation to exchange data securely over the Internet using PKI.
(a) Digital Signature (b) EDI
(c) Trade Cycle (d) Digital Certificate
Ans. : (d)

MCQ (Two Correct Answers)

4.2 Definition of E-Commerce

1. E-Commerce is also referred as paperless exchange of business information using ....., ...
(a) EDI, (b) Electronic Fund Transfer
(c) Private Key (d) Public Key
Ans. : (a), (b)

4.5 Disadvantages of E-Commerce

2. Advantages of E-Commerce are .....
(a) Security (b) Global scope
(c) Cost saving (d) High setup cost
Ans. : (b), (c)

3. Disadvantages of E-Commerce are .....
(a) High set up cost (b) Late delivery
(c) Public serves (d) Any time shopping
Ans. : (a), (b)

4.6 Types of E-Commerce

4. Types of E-Commerce are .....
(a) B2C (b) C2B (c) G2G (d) G2E
Ans. : (a), (b)

5. Examples of B2C model are ....., ...
(a) Linux (b) Flipkart (c) Amazon (d) Window
Ans. : (b), (c)

6. Examples of C2C model are .....
   (a) Network provider (b) OLX
   (c) EDI (d) Quikr

Ans. : (b), (d)

4.7 E-Commerce Trade Cycle

7. Following are the phases of Trade cycle.
   (a) Pre-sales (b) EDI (c) Trade Cycle (d) Execution

Ans. : (a), (d)

8. Pre-sales consists of two steps ..... and .....
   (a) Order (b) Delivery (c) Search (d) Negotiate

Ans. : (c), (d)

9. The execution phase consists of ..... and .....
   (a) Order (b) Delivery (c) Search (d) Negotiate

Ans. : (a), (b)

10. The settlement phase consist of ..... and .....
   (a) Order (b) Invoice (c) Search (d) Payment

Ans. : (b), (d)

11. The After sales phase consists of ..... and .....
   (a) Order (b) Delivery (c) warranty (d) After sale service

Ans. : (c), (d)

4.8 Modes of Payment

12. Modes of payments are .....
   (a) M-Commerce (b) Mobile Payments
   (c) E-Commerce (d) E-Wallets

Ans. : (b), (d)

13. Examples of Mobile payments apps are .....
   (a) BHIM (b) EDI (c) Paytm (d) Trade Cycle

Ans. : (a), (c)

14. Examples of Bank Transfers are .....
   (a) EDI (b) NEFT (c) IMPS (d) Cash Transfer

Ans. : (b), (c)

15. Examples of E-Wallets are .....
   (a) Paytem Wallets (b) State Bank Buddy
   (c) EDI (d) Trade Cycle

Ans. : (a), (b)

4.9 Forms of E-commerce

16. Common forms of E-commerce are ....., ...
   (a) Local Commerce (b) M-Commerce
   (c) National Commerce (d) Social Commerce

Ans. : (b), (d)

17. Application of M-Commerce are ... ., ...
   (a) E-bill payment (b) Local Commerce
   (c) Mobile Banking (d) Social Commerce

Ans. : (a), (c)

18. Social Commerce is the use of networking websites such as . ....., as vehicles to promote and sell products and services.
   (a) G-mail (b) Google Docs (c) Facebook (d) Twitter

Ans. : (c), (d)

4.10 E-Commerce Technology

19. Two common documents can be exchanged using EDI are ....., ...
   (a) Purchase orders (b) DOCs
   (c) Trading (d) Invoices

Ans. : (a), (d)

4.11 E-governance

20. Advantages of E-governance are .....
   (a) Increase of overall cost (b) Decrease convenience
   (c) High transparency (d) Reduced corruption

Ans. : (c), (d)

21. Type of E-Governance are .....
   (a) B2C (b) C2C (c) G2E (d) G2G

Ans. : (c), (d)

22. G2C type of E-governance provides services like ..... and ....
   (a) License renewals (b) Paying tax
   (c) Trade Cycle (d) EDI

Ans. : (a), (b)

23. G2E type of E-governance provides ... . , ... Online facilities to employees.
   (a) License renewals (b) Salary payment record
   (c) Booking Tickets (d) applying for leave

Ans. : (b), (d)

4.11 E-governance

9. Types of E-Governance are .....
   (a) G2C (b) G2G (c) C2B
   (d) B2B (e) C2C (f) G2E

Ans. : (a), (b), (f)

10. Advantages of E-Governance are .....
   (a) Increased convenience (b) No transparency
   (c) Reduction in overall cost (d) Increase in cost
   (e) Expanded reach of government (f) More corruption

Ans. : (a), (c), (e)

11. Examples of successful implementation of E-Governance projects are .....
   (a) e-Mitra (b) B2B (c) C2B
   (d) e-Seva (e) C2G (f) CET

Ans. : (a), (d), (f)

4.12 Security measures in E-Commerce

12. Security measure in E-Commerce are .....
   (a) EDI (b) Trade Cycle
   (c) Encryption (d) Digital Signature
   (e) E-commerce (f) Digital Certificate

Ans. : (c), (d, (f)

Match the Following

4.2 Definition of E-Commerce ; 4.6 Types of E-Commerce

(I)

	A		B
(1)	Traditional Commerce	(a)	Scope is Global
(2)	E-Commerce	(b)	Sells products to an intermediate buyer
(3)	B2C	(c)	Helps consumer to sell their assets by publishing information on website
(4)	B2B	(d)	Scope is local
(5)	C2C	(e)	Consumers have products or services of value that can be consumed by business
(6)	C2B	(f)	Sells products directly to a customer

Ans. : (1) – (d), (2) – (a), (3) – (f), (4) – (b), (5) – (c), (6) – (e)

4.7 E-Commerce Trade cycle

(II)

	A		B
(1)	Presale	(a)	Consists of Order and Delivery
(2)	Execution	(b)	Consists of Warranty and After sales
(3)	Settlement	(c)	Consists of Invoice and Payment
(4)	After sales	(d)	Consists of Search and negotiate

Ans. : (1) – (d), (2) – (a), (3) – (c), (4) – (b)

4.8 Modes of Payment

(III)

	A		B
(1)	Credit cards	(a)	Money sent from one bank to another
(2)	Mobile payments	(b)	Type of prepaid account in which user can store money
(3)	Bank transfer	(c)	Cards used by customers to pay online
(4)	E-Wallets	(d)	Forms of E-commerce
		(e)	Offers quick solution for customers to purchase on e- commerce websites

Ans. : (1) – (c), (2) – (e), (3) – (a), (4) – (b)

4.9 Forms of E-commerce ; 4.10 E-Commerce Technology

(IV)

	A		B
(1)	M-Commerce	(a)	Form of E-commerce that involves social media that supports social interaction
(2)	Social Commerce	(b)	Electronic interchange of business information
(3)	EDI	(c)	Buying and selling of goods and services through smart phones and tablets

Ans. : (1) – (c), (2) – (a), (3) – (b)

4.11 E-governance

(V)

	A		B
(1)	G2C	(a)	Exchange of services between Government and Business organizations
(2)	G2B	(b)	Is the internet part of G2G sector
(3)	G2G	(c)	Refers to the interaction between different government departments, organization and agencies.
(4)	G2E	(d)	Refers to government services which enable citizens to access wide variety of public services.

Ans. : (1) – (d), (2) – (a), (3) – (c), (4) – (b)

4.12 Security measures in E-Commerce

(VI)

	A		B
(1)	Encryption	(a)	Also known as electronic signature
(2)	Decryption	(b)	Converts plain text into cipher text
(3)	Digital Signature	(c)	Is a electronic password
(4)	Digital Certificate	(d)	Converts chipher text into plain text

Ans. : (1) – (b), (2) – (d), (3) – (a), (4) – (c)

Answer in Brief

4.2 Definition of E-Commerce

1. Define E-Commerce.

Ans. :

(i) E-Commerce is defined as the process of buying and selling of goods or services using an electronic medium such as Internet.

(ii) E-commerce is also referred as a paperless exchange of business information using EDI, E-mail, Electronic fund transfer etc.

4.3 Difference between Traditional Commerce & E-Commerce

2. Difference between Traditional Commerce and E-Commerce.

Ans. :

Traditional Commerce	E-commerce
Traditional commerce focuses on the exchange of products and services through personal interactions so it is manual.	E-commerce trading activities are online via the internet.
Traditional commerce is limited to business hours.	E-commerce is 24 × 7, it can be done anytime day and night.
Traditional commerce provides face to face interaction.	E-commerce can be termed as screen to face interaction.
Traditional commerce is limited to a particular geographical location.	E-commerce is global and has no physical limitation.
Modes of payment in traditional commerce include cash, cheques and credit cards.	In E-commerce modes of payments are bank transfer, credit card, e-wallet, mobile payment and many more.
Goods and delivery of services is instant with traditional commerce.	In E-commerce delivery of goods or services takes some time.
Traditional Commerce's scope is local.	E-commerce's scope is global.

4.4 Advantages of E-Commerce ; 4.5 Disadvantages of E-Commerce

3. Explain Advantages and Disadvantages of E-Commerce.

Ans. : Advantages of E-Commerce :

(i) **Global scope :** E-commerce provides the sellers with a global reach. Now sellers and buyers can meet in the virtual world, without barrier of place.

(ii) **Electronic transaction :** E-commerce reduces the paper work and significantly lower the transaction cost.

(iii) **Anytime shopping :** The great advantage of E-Commerce is the convenience. A customer can shop 24 × 7.

(iv) **No intermediaries :** Electronic commerce also allows the customer and the business to be in touch directly, without any intermediaries.

Disadvantages of E-Commerce :

(i) **Setup Cost :** The setup of the hardware and the software, the training cost of employees, the constant maintenance and upkeep are all quite expensive.

(ii) **Security** : Security is another area of concern. Credit card theft, identity theft etc remain big concerns with the customers.

(iii) **Goods Delivery** : There may arrive some problem with fulfillment of order. Even after the order is placed there can be problems with shipping, delivery, mix-ups etc This leaves the customers unhappy and dissatisfied.

4.6 Types of E-Commerce

4. Explain type of E-Commerce.

Ans. : Types of E-Commerce are as follows :

(i) Business to Consumer (B2C) :

(a) In B2C model, business sells it's products directly to customer.

(b) Customer can view and choose to order the products shown on the website.

(c) The website will send notification and organization will dispatch the product to customer.

(d) Examples Amazon, Flipkart etc.

(ii) Business to Business (B2B) :

(a) In B2B model, business sells products to an intermediate buyer.

(b) Buyer then sells the product to final customer.

(c) Example Tata communications.

(iii) Consumer to Consumer (C2C) :

(a) In C2C model, consumer helps consumer to sell their assets like cars, bikes, rent a room etc by publishing their information on websites.

(b) Example OLX, Quikr online auction.

(iv) Consumer to Business (C2B) :

(a) In C2B model, consumers have products or services of value that can be consumed by businesses.

(b) For example A blog can be written by an author for a business to improve sale of product ebay.

4.7 E-Commerce Trade cycle

5. Explain phases of Trade Cycle.

Ans. : A trade cycle is the series of exchanges, between a customer and supplier that take place when a commercial exchange is executed. A general trade cycle consists of following phases :

(i) **Pre-Sales** : It consist of two steps like Search and Negotiate. Customer search for required website for product to be purchased. In Negotiate step customer find a supplier who offers good quality product at cheaper price and then customer agrees the terms forwarded by supplier.

(ii) **Execution** : This phase consist of Order and Delivery. Customer sends an order for the selected product and after processing the order, customer receives delivery of the product.

(iii) **Settlement** : This phase consist of Invoice (if any) and Payment. Invoice means customer will receive a bill for purchased product and after confirmation of received product, customer will pay for the same.

(iv) **After-Sales** : This phase consists of warranty and After Sale Services. In warranty period, customer will get all maintenance services for free or at minimum cost. After sale services means customer will do complaints (if any) about the performance of product and get maintenance service from the supplier.

4.8 Modes of Payment

6. Explain various Modes of Payment.

Ans. :

(i) **Credit Cards** : Credit cards are the most common ways for customers to pay online Merchants can reach out to an international market with credit cards by integrating a payment gateway into their business.

(ii) **Mobile Payments** : Mobile payments offer a quick solution for customers to purchase on e-commerce websites. Examples are apps like Paytm, Google Pay, BHIM etc.

(iii) **Bank Transfers** : Bank transfer is used when money is send from one bank account to another. Transferring money from bank account is fast and safe then cash withdrawal. Example NEFT, IMPS etc.

(iv) **E-wallets** : E-wallet is a type of electronic card which is sued for transactions made online through a computer or smart phone. It is a type of prepaid account in which user can store money for future transaction. Examples are State Bank Buddy, Paytm Wallets.

4.9 Forms of E-commerce

7. Write Short notes on :

(i) M-commerce (Mobile Commerce) (ii) Social Commerce

Ans. :

(i) M-commerce (Mobile Commerce) :

(a) M-commerce is buying and selling of goods and services through wireless devices such as smart phones and tablets.

(b) M-Commerce enables the user to access online shopping platforms without using desktop computers.

(c) Applications of M-Commerce are Mobile banking, E-bill payment, ticket booking etc.

(ii) Social Commerce :

(a) Social Commerce is a form of electronic commerce that involves social media that supports social interaction.

(b) It enables shoppers to get advice from trusted individuals, find good and services and then purchase them.

(c) Social commerce is the use of networking websites such as Facebook, Instagram and Twitter to promote and sell products and services.

(d) The success is measured by the degree to which consumers interact with company's marketing through retweets, likes and shares.

4.10 E-Commerce Technology

8. Short note on Electronic Data Interchange (EDI).

Ans. :

Electronic Data Interchange (EDI)

(i) EDI is the electronic interchange of business information using a standardized format.

(ii) It is a process which allows one company to send information to another company electronically rather than on paper.

(iii) Business entities conducting business electronically are called trading partners.

(iv) In EDI, two most common documents which are exchanged are purchase order and invoices.

4.11 E-governance

9. What is E-Governance?

Ans. :

(i) E-Governance signifies the implementation of Information Technology in the Government processes.

(ii) The basic purpose of E-Governance is to simply processes for all, i.e. government, citizens, businesses etc. at all levels.

(iii) E-Governance delivers SMART (S-Simple, M-Moral, A-Accessible, R-Responsive, T-Transparent Government).

10. List the advantages of E-Governance.

Ans. : Advantages of E-Governance are :

1 Improves delivery and efficiency of government services

2 Improved government interactions with business and industry

3 Citizen empowerment through access to information

4. More efficient government management

5. Less corruption in the administration

6. Increased transparency in admnistration

7. Greater convenience to citizens and businesses

8. Cost reductions and revenue growth

9. Increased legitimacy of government

10. Improved relations between the public authorities and civil society

11. Explain types of E-Governance.

Ans. : E-Governance is of 4 types depending on the specific types of services .

1. Government to Citizen (G2C) :

(i) The Government to citizen refers to the government services which enable citizens to get access to wide variety of public services.

(ii) Most of the government services fall under G2C.

(iii) A citizen can have access to the services anytime from anywhere.

(iv) Services like license renewals and paying tax are essential in G2C.

(v) It also focuses on geographic land barriers.

2. Government to Business (G2B) :

(i) G2B is the exchange of services between Government and Business organizations.

(ii) G2B provides access to relevant forms needed to comply.

(iii) The G2B consists of many services exchanged between business sectors and government.

(iv) It aims at eliminating of paper work, cost and establish transparency in the business environment while interacting with government.

3. Government to Government (G2G) :

(i) The Government to Government refers to the interaction between different government departments, organizations and agencies.

(ii) In G2G government agencies can share the same database using online communication.

(iii) The government departments can work together.

(iv) G2G services can be at the local level or international level.

(v) It provides safe and secure inter relationship between domestic or foreign government.

4. Government to Employee (G2E) :

(i) The Government to Employee is the internal part of G2G sector.

(ii) G2E aims to bring employees together and improvise knowledge sharing

(iii) G2E provides online facilities to the employees like applying for leave, reviewing salary payment record and checking the balance of holiday

(iv) This sector provides human resource training and development.

(v) Examples of successful implementation of E-governance are e-Mitra, e-Seva project, CET (Common Entrance Test).

4.12 Security measures in E-Commerce

12. Explain process of Encryption.

Ans. : (i) Encryption is widely used on the internet to protect user information being sent between a browser and a server.

(ii) This includes passwords, payment information and other personal information that should be considered private.

(iii) Encryption converts Plain text into Cipher text means non readable form of data.

(iv) Decryption is opposite of encryption i.e. it converts Cipher text into Plain text.

(v) Encryption is of two types :Symmetric and Asymmetric.

13. Write short notes on :

(a) Digital Signature (b) Digital Certificate

Ans. :

(a) Digital Signature :

(i) Digital Signature is also known as electronic signature.

(ii) Digital Signature guarantees the authenticity of an electronic document or message in digital communication and uses encryption technique to provide proof of original and unmodified documentation.

(iii) Digital Signatures are used in E-commerce, financial transactions.

(iv) Thus is the direct transfer of information between two partners.

(b) Digital Certificate :

(i) Digital Certificate is an electronic record "password" that allows a person, organization to exchange data securely over the internet using the public key infrastructure (PKI).

(ii) It is also known as public key certificate or identity certificate.

(iii) Using Digital Certificate information is transferred between two authorized partners who have digital certificates issued by supreme authority.

Self Assessment

Time : 1 Hour Marks: - 40

1. Fill in the blanks (05)

1. E-commerce is ____ and has no physical limitation.
2. _____ reduces the paper work and lower the transaction cost.
3. In _____model business sells its products to an intermediate buyer.
4. The _____ phase of Trade cycle consists of Order and Delivery.
5. Decryption converts _____ text into plain text.

2. True or False (05)

1. E-commerce application provides users with more options to compare and select cheaper and better option.
2. A blog can be written by an author for a business to improve sale of products
3. M-commerce is buying and selling of goods and services through wireless device.
4. E-governance is of 6 types.
5. Digital Signature is also called as electronic signature

3. MCQ one correct alternative. (05)

1. _____ Commerce has limited to business hours.
   (a) Traditional (b) Electronic (c) Digital (d) E-governance
2. On-line auction is example of _____model.
   (a) C2B (b) B2C (c) B2B (d) C2C
3. _____phase of Trade cycle consists of Order and Delivery
   (a) Presale (b) Execution
   (c) Settlement (d) After sales
4. Apps the BIM, UPI, paytm are the examples of _____.
   (a) cheque payment (b) cash payment
   (c) EDI (d) Mobile payments
5. _____enables users to access online shopping platforms without using desktop computer.
   (a) M-Commerce (b) EDI (c) T-Commerce (d) Trade Cycle

4. MCQ two correct alternative. (06)

1. Examples of C2C model are _____
   (a) Network provider (b) OLX
   (c) EDI (d) Quikr
2. The After sales phase consists of _____ and _____
   (a) Order (b) Delivery
   (c) warranty (d) After sale service
3. Two common documents can be exchanged using EDI are ____ and _____.
   (a) Purchase orders (b) DOCs
   (c) Trading (d) Invoices

5. MCQ three correct alternative. (06)

1. Disadvantages of E-Commerce are _____
   (a) Global scope (b) Expensive
   (c) Cost saving (d) Lack of personal touch
   (e) Anytime shopping (f) Late deliveries

2. Applications of M-Commerce are _____.
   (a) Ticket booking (b) RTGS
   (c) NEFT (d) E-Bill payment
   (e) IMPS (f) Online auctions

6. Match the Following. (03)

A	B
1 M-Commerce	a) Form of E-commerce that involves social media that supports social interaction
2 Social Commerce	b) Electronic interchange of business information
3 EDI	c) Buying and selling of goods and services through smart phones and tablets
4. Credit cards	d) Consists of Search and negotiate
5. Presale	e) Buying and selling of goods and services through smart phones and tablets
6. M-Commerce	f) Cards used by customers to pay online

7. Answer the following : (10)
   a) Explain disadvantages of E-commerce (Refer Page No 4.30 Q.3)
   b) Explain Traditional Commerce (Refer Page No 4.30 Q.2)
   c) Short note on Consumer to Business (Refer Page No 4.31 Q.4)
   d) Explain any two Modes of Payment. (Refer Page No 4.32 Q.6)
   e) Short note on Electronic Data Interchange (Refer Page No 4.33 Q.8)

Answer of Questions

1. Fill in the blanks
   1) global 2) Electronic Commerce 3) Business to Business
   4) Execution 5) Chiper
2. True or False
   1) True 2) True 3) True
   4) False 5) True
3. MCQ one correct alternative
   1) A 2) D 3) B 4) A 5) B
4. MCQ two correct alternative
   1) (b, d) 2) (c, d) 3) (a, d)
5. MCQ three correct alternative
   1) (b, d, f) 2) (a, d, f)
6. Match the Following
   1. - (c), 2. - (a), 3. - (b), 4. - (f) 5. - (d) 6. - (e)

□□□

5 Database Concepts using LibreOffice Base

Chapter at a Glance

5.1 DBMS

Meaning of Data, Information, Database, Table, Query, Form & Report, meaning of Database Management System software

5.2 Introduction to Base

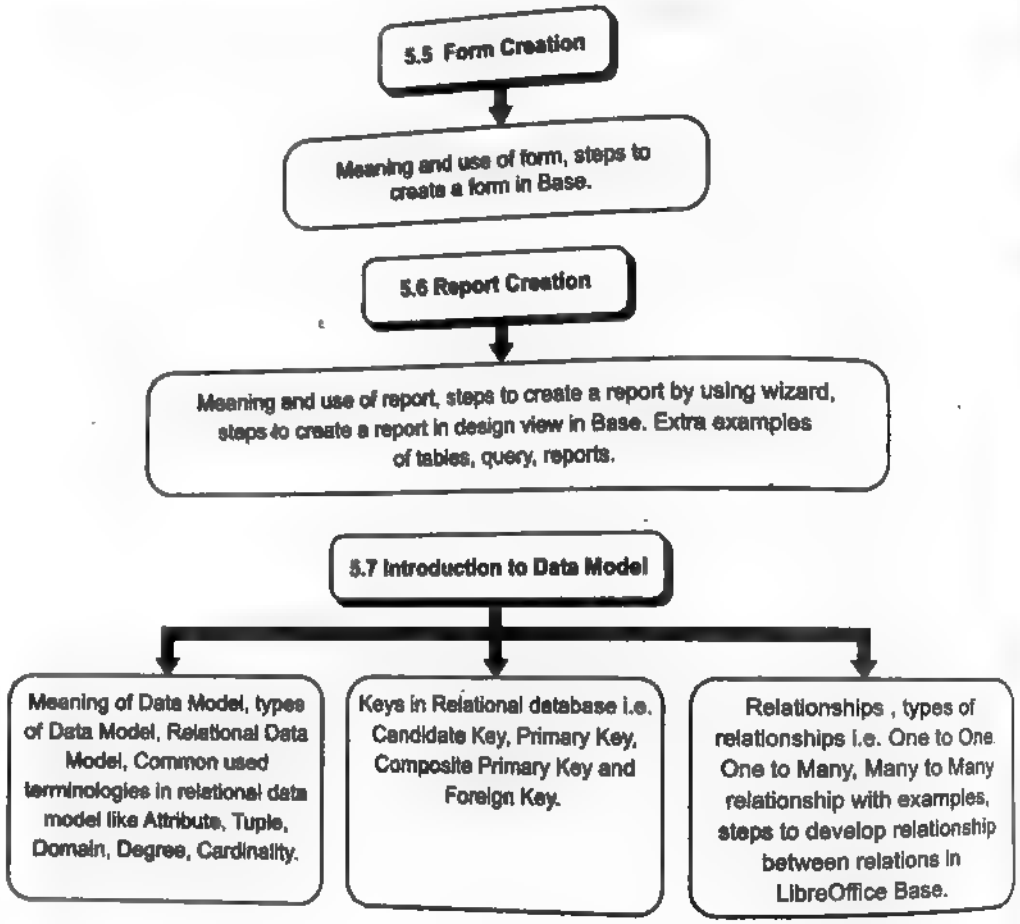
Introduction to LibreOffice Base, Relational Database Management Software. How to install and start LibreOffice Base, Screen of base contains Title bar, Menu bar, Standard Tool bar, Working area.

5.3 Table

Data type in Base with description, Meaning of Table, steps to create table, Inserting records in table, editing records in table, deleting records from table.

5.4 Query Creation

Meaning of query, steps to create query by using wizard, steps to create query in design view.



Exercise

Fill in the Blanks

1. _____ is a collection of related data.

Ans. : Database

2. Queries are used to _____ information from database.

Ans. : retrieve

3. The representation of data in printed form is called as _____.

Ans. : Report

State True/False

1. Form is used to collect the data from the user. True

Ans. : True

2. Menu bar is present below Title bar. True

Ans. : True

3. Columns are called as records. False

Ans. : False

Multiple Choice Question (1 Correct Answer)

1. Rows in Base are called as _____.

(a) records (b) fields (c) table (d) database

Ans. : (a)

2. File extension of Base is _____.

(a) .odt (b) .ods (c) .odb (d) .odp

Ans. : (c)

Answer in Brief

1. **Define database.**

Ans. :

(i) Database is a collection of related data items stored in an organized manner

(ii) A Database consist of different objects like table, query, form and report.

2. **What is a query?**

Ans. :

(i) A Query is a question asked within the database environment. For example how many students are in XII standard.

(ii) Query displays subset of data contained in various tables of database.

(iii) Query is used to retrieve records from the table.

3. **Define report.**

Ans. :

(i) The presentation of information in an organized and readable format as per the user's requirement is known as report.

(ii) Various complex reports can be generated that can help in taking decisions by the management.

(iii) Report is the representation of data in printed form.

4. **Explain working area of Base.**

Ans. :

(i) Rest of the part below standard tool bar is called as working area.

(ii) It is divided into two panes- Left pane and right pane. Left pane displays name of database objects like tables, queries, forms and reports.

(iii) Right pane displays activities related to that particular object.

Match the Following

A		B	
1.	Query	(a)	Collect information from user
2.	Report	(b)	Collection of related data
3.	Form	(c)	Retrieve data from database
4.	Table	(d)	Printed form of data.

Ans. : 1 – (c), 2 – (d), 3 – (a), 4 – (b)

Fill in the Blanks

5.1 DBMS Concepts

1. _____ means all kinds of facts, figures and details related to people, things or events.

Ans. : Data

2. _____ must be processed in a proper way to generate the useful and meaningful information.

Ans. : Data

3. _____ is a result obtained from processing of the data.

Ans. : Information

4. _____ is the output generated through processing of raw data.

Ans. : Information

5. _____ is a collection of related data items stored in an organized manner.

Ans. : Database

6. A _____ consists of objects like table, form, report etc.

Ans. : database

7. _____ is used to retrieve information from database

Ans. : Query

8. _____ is used to collect information from user.

Ans. : Form

9. _____ is used to represent the data in printed form.

Ans. : Report

10. DBMS stands for _____.

Ans. : Database Management System

11. A _____ is a software designed to define, manipulate, retrieve and manage data in a database.

Ans. : Database Management System (DBMS)

12. _____ defines rules to validate and manipulate the data.

Ans. : Database Management System (DBMS)

13. _____ is a collection of related data.

Ans. : Table

5.2 Introduction to Base

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.

Fill in the Blanks : Q. 17 to Q. 19 (Page 5-5)

14. RDBMS stands for _____.

Ans. : Relational Database Management System

15. A DBMS that is based on relational data model is called as _____.

Ans. : Relational Database Management System (RDBMS)

16. A _____ model is the internal structure of database.

Ans. : Data

17. In _____ data is stored in the most simple and versatile structure.

Ans. : Relational Database Management System (RDBMS)

18. _____ is the topmost bar present on the screen of Base.

Ans. : Title bar

19. _____ bar is present below Title bar.

Ans. : Menu

20. _____ tool bar consists of different icons which are used for standard operations.

Ans. : Standard

21. Extension of base file is _____.

Ans. : *odb

5.3 Table

22. _____ is a basic unit for storing data in a database.
Ans. : Table

23. _____ is organized in the form of rows and columns.
Ans. : Table

24. _____ is any real world object about which data is to be stored.
Ans. : Entity

25. Row in a database table is called as _____ or tuple.
Ans. : record

26. Column in a database table is called _____.
Ans. : field

27. The _____ datatype stores small integer.
Ans. : TinyInt

28. The _____ data type stores big integer.
Ans. : BigInt

29. The _____ data type is used to store image.
Ans. : LongVarBinary

30. The _____ data type stores binary information of variable length.
Ans. : VarBinary

31. The _____ data type stores binary data of fixed length.
Ans. : Binary

32. The _____ data type stores descriptive type of information.
Ans. : LongVarchar

33. The _____ data type stores fix sized text.
Ans. : Char

34. The _____ data type stores a number with or without decimal point.
Ans. : Numeric/Decimal

35. The _____ data type is used to store integers or whole number.
Ans. : Integer

36. The _____ data type is used to store variable sized text.
Ans. : Varchar

37. The _____ data type is used to store Boolean type of data.
Ans. : Boolean

38. The _____ data type stores date.
Ans. : Date

39. The _____ data type stores time.
Ans. : Time

40. The _____ data type stores date as well as time.
Ans. : TimeStamp

41. The _____ data type stores any other object.
Ans. : other

5.4 Query Creation

42. A _____ is a question asked within the database environment.
Ans. : Query

43. _____ displays subset of data contained in various tables of database.
Ans. : Query

44. _____ is to retrieve records from the table.
Ans. : Query

45. To execute or run query _____ function key is used.
Ans. : F5

5.5 Forms Creation

46. _____ is an object which allows entering, editing or deleting data in a table.
Ans. : Form

47. _____ is used to collect the data from the user.
Ans. : Form

5.6 Report Generation

48. The presentation of information in an organized format is known as _____.
Ans. : Report

49. _____ is the representation of data in printed form.
Ans. : Report

5.7 Introduction to Data Model

50. _____ model defines how data is connected to each other.
Ans. : Data

51. _____ data model is specifically designed for relational databases.
Ans. : Relational

52. In _____ model tables are called relations that stores data for different columns.
Ans. : Relational

53. The columns of a relation are the attributes which are referred as _____.

Ans. : Fields

54. Each row of data in a relation is called _____.

Ans. : Tuple

55. _____ is a set of values from which an attribute can take a value in each row.

Ans. : Domain

56. The number of attributes in a relation is called the _____ of the relation.

Ans. : Degree

57. The number of tuples in a relation is called the _____ of the relation.

Ans. : Cardinality

58. The attribute used to uniquely identify the tuples in the relation is called _____ key of that relation.

Ans. : Primary

59. A _____ key is used to represent the relationship between two relations.

Ans. : Foreign

60. Primary key consisting of more than one attribute is called _____ key.

Ans. : Composite primary

61. There are _____ types of relationships in relational database design.

Ans. : 3 (Three)

62. In _____ relationship, row can have only one matching row in another table and vice versa.

Ans. : One to One

63. In _____ type of relationship, a row in a table can have one or many matching rows in another table.

Ans. : One to Many

64. One to Many relationship can also be viewed as _____ relationship.

Ans. : Many to One

65. In _____ relationship a row in a table can have many matching rows in another table and vice versa.

Ans. : Many to Many

True or False

5.1 DBMS Concepts

1. Base is an open source database management system software.

Ans. : True

2. Data means all kinds of facts, figures, places, things or events.

Ans. : True

3. Data may be written, oral, computerized or non-computerised.

Ans. : True

4. Data cannot be processed.

Ans. : False

5. Information is a required result obtained from processing of the data.

Ans. : True

6. Information is the output generated through processing of data.

Ans. : True

7. Database is a collection of related data items stored in an organized manner.

Ans. : True

8. Query is the collection of related data.

Ans. : False

9. Database consists of objects like table, query, form and report.

Ans. : True

10. Query is used to retrieve information from database.

Ans. : True

11. Form is used to collect information from user.

Ans. : True

12. Report is used to collect data from the user.

Ans. : False

13. DBMS is a software is designed to define, manipulate, retrieve and manage data in a database.

Ans. : True

14. DBMS stands for Direct Management System.

Ans. : False

15. DBMS defines rules to validate and manipulate the data.

Ans. : True

16. Table is a collection of related data.

Ans. : True

5.2 Introduction to Base

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
True or False : Q. 48 to Q. 50 (Page 5-11)

17. Base is a Relational Database Management System.

Ans. : True

18. DBMS that is based on relational data model is called RDBMS.

Ans. : True

19. A data model is the internal structure of database which describes way of storing and retrieving of data.

Ans. : True

20. In RDBMS data is stored in the simple and versatile structure.

Ans. : True

21. Extension of Base file is .odb.

Ans. : True

22. Table is a basic unit for storing data in database.

Ans. : True

23. Tables are organised in the form of rows and columns.

Ans. : True

24. Row in a database table is called as field.

Ans. : False

25. Column in a database table is called as field.

Ans. : True

26. Entity is any real world object about which data is to be stored.

Ans. : True

27. Entity has a collection of attributes associated with it.

Ans. : True

28. Attributes of an entity are stored in the form of rows.

Ans. : False

29. Row called as tuple.

Ans. : True

30. To store small integer TinyInt data type is used.

Ans. : True

31. To store image binary data type is used.

Ans. : False

32. To store big integer BigInt data type is used.

Ans. : True

33. To store binary data of fixed length VarBinary data type is used.

Ans. : False

34. To store binary information of variable length VarBinary data type is used.

Ans. : True

35. To store fix sized text char data type is used.

Ans. : True

36. To store descriptive type of information Binary data type is used.

Ans. : False

37. To store a number with or without decimal point numeric data type is used.

Ans. : True

38. Integer data type is used to store integer values.

Ans. : True

39. SmallInt data type is used to store integer.

Ans. : True

40. To store a number with decimal point decimal data type is used.

Ans. : True

41. To store variable sized text varchar data type is used.

Ans. : True

42. Float data type is used to store Boolean type of data.

Ans. : False

43. To store date in mm/dd/yy format date data type is used.

Ans. : True

44. To store time in hh : mm : ss format Time data type is used.

Ans. : True

45. To store any other object real data type is used.

Ans. : False

46. To store date as well as time TimeStamp data type is used.

Ans. : True

47. For inserting a new record in the table Edit data must be on.

Ans. : True

48. Title Bar is the top most bar on the screen of Base.

Ans. : True

49. Standard Tool Bar contains menu as File, Edit, View etc.

Ans. : False

50. Standard Tool Bar consist of different icons which are used for standard options like new, save, copy etc.

Ans. : True

5.4 Query Creation

51. A Query is a question asked within the database environment.

Ans. : True

52. Query displays subset of data contained in various tables of database.

Ans. : True

53. Query cannot be used to retrieve records from the table.

Ans. : False

5.5 Forms Creation

54. Form allows entering, editing or deleting data in the table.

Ans. : True

55. Form cannot be used to collect data from the user.
Ans. : False
56. To add new record click on New Record icon present on form navigation tool bar.
Ans. : True

5.6 Report Generation

57. Report is the representation of data in printed form.
Ans. : True
58. Presentation of information in an readable format is known as form.
Ans. : False

5.7 Introduction to Data Model

59. Data model defines how the logical structure of a database is modeled.
Ans. : True
60. Data model defines how data is connected to each other.
Ans. : True
61. Relational data model is most commonly used data model.
Ans. : True
62. Tables cannot be related to other tables.
Ans. : True
63. Each table cannot have multiple columns.
Ans. : False
64. The columns of a relation are the tuple which are also referred as fields.
Ans. : False
65. Each row of data in a table is called a tuple.
Ans. : True
66. Domain is a set of values from which an attribute can take a value in each row.
Ans. : True
67. Data type is used to specify domain for an attribute.
Ans. : True
68. Attribute has some pre-defined value scope known as attribute domain.
Ans. : True
69. The number of attributes in a relation is called the cardinality of the relation.
Ans. : False
70. The number of tuples in a relation is called the cardinality of the relation.
Ans. : True
71. Candidate key can be used to uniquely identify the tuples in the relation.
Ans. : True
72. The attribute used to uniquely identify the tuples in relation is called primary key.
Ans. : True

73. Primary key consisting of more than one attribute is called candidate key.
Ans. : False
74. A foreign key is used to represent the relationship between two relations
Ans. : True
75. A foreign key is an attribute whose values are derived from candidate key of another relation.
Ans. : False
76. There are 3 types of relationships in relational database design.
Ans. : True
77. In One to Many relationship, a row in table A can have only one matching row in table B.
Ans. : False
78. In One to Many relationship, a row in table can have one or many matching row in table B.
Ans. : True
79. One to Many relationships can also be viewed as Many to One relationships.
Ans. : True
80. In Many to Many relationship a row in table A can have many matching rows in table B and vice versa.
Ans. : True
81. The intermediary table is typically referred as Junction table.
Ans. : True
82. Relationships option is in Tools menu of Base.
Ans. : True
83. Types of relationships are 1 : 1, 1 : m, m : m etc.
Ans. : True

(One Correct Answers)

5.1 DBMS Concepts

1. _____ is a open source database.
   (a) LibreOffice writter (b) LibreOffice Base
   (c) Microsoft Access (d) LibreOffice Calc
Ans. : (b)
2. _____ means all kinds of facts, figures, places, things or events.
   (a) Data (b) Information
   (c) Query (d) Report
Ans. : (a)

3. _____ may be in oral, written, computerised form.
   (a) Information (b) Query
   (c) Report (d) Data

Ans. : (d)

4. _____ must be processed in proper way to generate the useful and meaningful information.
   (a) Information (b) Data
   (c) Table (d) Report

Ans. : (b)

5. _____ is the required result obtained from processing of the data.
   (a) Table (b) Data
   (c) Information (d) Report

Ans. : (c)

6. _____ is output generated through processing of row data.
   (a) Information (b) Database
   (c) Data (d) Query

Ans. : (a)

7. _____ is a collection of related data items stored in an organised manner.
   (a) Information (b) Database
   (c) Raw Data (d) Operations

Ans. : (b)

8. _____ consists of objects like table, query, form and report.
   (a) Information (b) Raw data
   (c) Database (d) Operation

Ans. : (c)

9. _____ is a collection of related data.
   (a) Data (b) Table
   (c) Query (d) Report

Ans. : (b)

10. _____ is used to retrieve information from database.
   (a) Table (b) Report
   (c) Query (d) Data

Ans. : (c)

11. _____ is used to collect the information from user.
   (a) Table (b) Query
   (c) Report (d) Form

Ans. : (d)

12. _____ is used to represent the data in printed form.
   (a) Query (b) Form
   (c) Report (d) Table

Ans. : (c)

13. _____ is a software design to define manipulate, retrieve and manage data in a database.
   (a) Table (b) Query (c) Report (d) DBMS

Ans. : (d)

14. _____ defines rules to validate and manipulate the data.
   (a) DBMS (b) Report (c) Methods (d) Functions

Ans. : (a)

15. DBMS stands for _____.
   (a) Digital Management System (b) Design Management System
   (c) Database Management System (d) Draft Management System

Ans. : (c)

5.2 Introduction to Base

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (One Correct) : Q. 22 (Page 5-16) and Q. 44 (Page 5-17)

16. _____ is a Relational Database Management System.
   (a) Excel (b) Base (c) Word (d) Tally

Ans. : (b)

17. RDBMS stands for _____.
   (a) Ratio Database Management System
   (b) Right Database Management System
   (c) Regional Database Management System
   (d) Relational Database Management System

Ans. : (d)

18. A DBMS that is based on relational data model is called as _____.
   (a) RDBMS (b) Table (c) Report (d) Query

Ans. : (a)

19. A _____ model is the internal structure of database which describes way of storing and retrieving of data.
   (a) Table (b) Data (c) Query (d) Report

Ans. : (b)

20. _____ is a collection of related data objects known as Tables, forms, Queries and Reports.
(a) Word (b) Excel (c) Tally (d) Base
Ans. : (d)

21. Extension of base file is _____.
(a) .odx (b) .odb (c) .odm (d) .doc
Ans. : (b)

22. On the screen of the base _____ bar is present below Title bar.
(a) Tool (b) Standard (c) Menu (d) Working Area
Ans. : (c)

23. _____ is a basic unit for storing data in database.
(a) Query (b) Table (c) Form (d) Report
Ans. : (b)

24. _____ is any real world object about which data is to be stored.
(a) Entity (b) Report (c) Data (d) Database
Ans. : (a)

25. Each entity has collection of _____ associated with it.
(a) Record (b) Row (c) Attributes (d) Column
Ans. : (c)

26. Attributes of an entity are stored in the form of _____.
(a) Rows (b) Columns (c) Record (d) Data
Ans. : (b)

27. Row is called as _____.
(a) Tuple (b) Field (c) Column (d) Data
Ans. : (a)

28. The _____ data type stores small integer.
(a) Binary (b) Char (c) Varchar (d) TinyInt
Ans. : (a)

29. The _____ data type stores Big Integer.
(a) Varchar (b) Binary (c) Char (d) BigInt
Ans. : (d)

30. The _____ data type is used to store image.
(a) Char (b) BigInt (c) SmallInt (d) LongVarBinary
Ans. : (d)

31. The _____ data type stores binary information of variable length.
(a) Char (b) VarBinary (c) SmallInt (d) BigInt
Ans. : (b)

32. The _____ data type stores binary data of fixed length.
(a) Binary (b) Char (c) SmallInt (d) BigInt
Ans. : (a)

33. The _____ data type stores descriptive type of information.
(a) TinyInt (b) BigInt (c) Decimal (d) LongVarchar
Ans. : (d)

34. The _____ data type stores fix sized.
(a) Char (b) BigInt (c) Binary (d) Decimal
Ans. : (a)

35. The _____ data type stores a number with or without decimal point.
(a) Char (b) Varchar (c) Numeric (d) Boolean
Ans. : (c)

36. The _____ data type stores integer.
(a) Char (b) Varchar (c) Boolean (d) Integer
Ans. : (d)

37. The _____ data type stores a number with decimal point.
(a) TinyInt (b) Float (c) Boolean (d) Char
Ans. : (b)

38. The _____ data type stores variable sized text.
(a) Double (b) Decimal (c) Varchar (d) Boolean
Ans. : (c)

39. The _____ data type stores Boolean type of data.
(a) Numeric (b) Float (c) Char (d) Boolean
Ans. : (d)

40. The _____ data type stores date in mm/dd/yy format.
(a) Date (b) Decimal (c) Time (d) Other
Ans. : (a)

41. The _____ data type stores time in hh : mm : ss format.
(a) Date (b) Time (c) Char (d) Float
Ans. : (b)

42. The _____ data type stores date as well as time.
(a) TimeStamp (b) Date (c) Time (d) Other
Ans. : (a)

43. The _____ data type stores any other object.
(a) Char (b) Varchar (c) Decimal (d) Other
Ans. : (d)

44. _____ is the top most bar present on the screen of Base.
(a) Title (b) Menu (c) Standard (d) Working Area
Ans. : (a)

5.4 Query Creation

45. A _____ is a question asked within the database environment.
(a) Table (b) Report (c) Query (d) Database
Ans. : (c)

46. _____ is used to retrieve records from the table.
(a) Query (b) Report (c) Data (d) Information
Ans. : (a)

5.5 Forms Creation

47. _____ is an object which allows entering, deleting or editing data in the table.
(a) Form (b) Report (c) Query (d) Wizard
Ans. : (a)

48. _____ is used to collect data from the user.
(a) Report (b) Form (c) Query (d) Database
Ans. : (b)

5.6 Report Generation

49. The presentation of information in an organized format is known as _____.
(a) Report (b) Query (c) Table (d) Form
Ans. : (a)

50. _____ is a representation of data in printed form.
(a) Form (b) Query (c) Table (d) Report
Ans. : (d)

5.7 Introduction to Data Model

51. _____ defines how the logical structure of a database is modeled.
(a) Data model (b) My model
(c) Query model (d) Report Model
Ans. : (a)

52. _____ defines how data is connected to each other and how they are processed and stored inside the system.
(a) Report model (b) Query model
(c) Data model (d) My Model
Ans. : (c)

53. The most commonly used data model is _____.
(a) Relational Data model (b) Query Model
(c) Report model (d) My Model
Ans. : (a)

54. RDBMS is specifically designed for _____ database.
(a) relational (b) logical
(c) Artificial (d) Natural
Ans. : (a)

55. A _____ database refers to a database that stores data in a structured format using rows and columns.
(a) logical (b) relational
(c) Artificial (d) Natural
Ans. : (b)

56. In _____ model tables are called relations that stores data for different columns.
(a) logical (b) Artificial (c) Data (d) Relational
Ans. : (d)

57. Each row of data in a table is called a _____.
(a) Tuple (b) Column (c) Field (d) Data
Ans. : (a)

58. _____ is a set of values from which an attribute can take a valve in each row.
(a) Attribute (b) Tuple (c) Domain (d) Degree
Ans. : (c)

59. The number of attributes in a relation is called the _____ of the relation.
(a) Degree (b) Tuple (c) Domain (d) Cardinality
Ans. : (a)

60. The number of tuples in a relation is called the _____ of the relation.
(a) Tuple (b) Domain (c) Degree (d) Cardinality
Ans. : (d)

61. The _____ within a relation must be unique.
(a) Tuple (b) Domain (c) Degree (d) Cardinality
Ans. : (a)

62. The attributes that can be used to uniquely identify the tuples in the relation are called _____.
(a) Reserve key (b) Primary key
(c) Foreign key (d) Composite primary key
Ans. : (b)

63. Primary key consisting of more than one attribute is called _____.
(a) Composite primary key (b) Foreign key
(c) Reserved key (d) Primary key
Ans. : (a)

64. A _____ is used to represent the relationship between two relations.
(a) Composite key (b) Primary key
(c) Candidate key (d) Foreign key

Ans. : (d)

65. A _____ is an attribute whose value is derived from the primary key of another relation.
(a) Foreign key (b) Primary key
(c) Composite key (d) Candidate key

Ans. : (a)

66. There are _____ types of relationships in relational database design.
(a) 2 (Two) (b) 1 (One) (c) 3 (Three) (d) 7 (Seven)

Ans. : (c)

67. A row in table A can have only one matching row in table B and vice versa is example of _____ relationship.
(a) Many to Many (b) One to One
(c) One to Many (d) One to None

Ans. : (b)

68. In _____ relationship a row in a table can have one or many matching rows in another table.
(a) Many to Many (b) One to One
(c) One to Many (d) One to None

Ans. : (c)

69. One to Many relationship can also be viewed as _____ relationship.
(a) Many to One (b) One to One
(c) Many to Many (d) One to None

Ans. : (a)

70. In _____ relationship a row in table A can have many matching rows in table B and vice versa.
(a) Many to Many (b) One to One
(c) Many to One (d) One to Many

Ans. : (a)

(Multiple Two Correct Answers)

5.1 DBMS Concepts

1. Database consist of different objects like _____ and _____.
(a) Table (b) Query (c) Data (d) Information

Ans. : (a), (b)

5.2 Introduction to Base

2. Following are the Relational Database Management Softwares.
(a) Writer (b) Base (c) Calc (d) Access

Ans. : (b), (d)

5.3 Table

3. Screen of Base consists of following parts.
(a) Title Bar (b) Data bar
(c) Menu bar (d) Object bar

Ans. : (a), (c)

4. Tables are organized in the form of _____ and _____.
(a) Report (b) Query (c) Columns (d) Rows

Ans. : (c), (d)

5. The information stored under each column form a row which is called as _____ or _____.
(a) Field (b) Record (c) Tuple (d) Column

Ans. : (b), (c)

6. Following are the data types available in Base.
(a) Binary (b) Varchar (c) Int (d) Array

Ans. : (a), (b)

7. Following data types are used to store number with or without decimal point.
(a) Decimal (b) Char (c) Numeric (d) Varchar

Ans. : (a), (c)

8. _____ data type is used to store date and _____ data type is used to store time.
(a) Date (b) Integer (c) Char (d) Time

Ans. : (a), (d)

5.4 Query Creation

9. _____ and _____ methods are used to create query

(a) Standard View (b) Tool View
(c) Wizard (d) Design View

Ans. : (c), (d)

5.6 Report Generation

10. _____ and _____ methods are used for report generation.

(a) Standard View (b) Wizard
(c) Tool View (d) Design View

Ans. : (b), (d)

5.7 Introduction to Data Model

11. _____ and _____ are the types of data models.

(a) Relational Data Model
(b) Network Data Model
(c) My Data Model
(d) Object Model

Ans. : (a), (b)

12. _____ and _____ commonly used terminologies in relational da model.

(a) Domain (b) Object (c) Methods (d) Tuple

Ans. : (a), (d)

13. Following are the different types of keys used in Relational Database.

(a) Primary key (b) Local key
(c) Foreign key (d) Manual key

Ans. : (a), (c)

14. _____ and _____ are the types of relationships in relational databas design

(a) One to On e (b) Many to Many
(c) Many to None (d) One to None

Ans. : (a), (b)

(Three Correct Answers)

5.1 DBMS Concepts

1. A database consists of different objects like

(a) Information (b) Table
(d) Report (e) Query

Ans. : (b), (d), (e)

2. DBMS provides various functions that allow large quantities of information

(a) Entry (b) Object
(d) Retrieved (e) Formats

Ans. : (a), (c), (d)

5.2 Introduction to Base

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.

(Three Correct) : Q. 4 (Page 5-23)

3. Following are Relational Database Management Software s

(a) Access (b) Writer
(d) SQL (e) Tally

Ans. : (a), (d), (f)

4. Screen of Base consist of following parts

(a) Title Bar (b) Menu Bar
(d) Objects (e) Documents

Ans. : (a), (b), (c)

5.3 Table

5. Following are the data types available in Base

(a) Array (b) Structure
(d) Char (e) Varchar

Ans. : (d), (e), (f)

6. To store a number with or without decimal point following data types are available in Base.

(a) Decimal (b) Real
(d) Float (e) Smallint

Ans. : (a), (b), (d)

7. To store date and time following data types are available in Base.
   (a) Varchar (b) Char (c) Date
   (d) TimeStamp (e) Time (f) Text

Ans. : (c), (d), (e)

5.7 Introduction to Data Model

8. Following are the types of Data Model.
   (a) My Model (b) Relational Data Model
   (c) Form Model (d) Network Data Model
   (e) Object Model (f) Entity relationship Data Model

Ans. : (b), (d), (f)

9. Commonly used terminologies in relational data model.
   (a) Table (b) Tuble (c) Object
   (d) Form (e) Degree (f) Domain

Ans. : (b), (e), (f)

10. Keys in a Relational Database are.
   (a) Candidate key (b) Manual key (c) Foreign key
   (d) Basic key (e) Primary key (f) Local key

Ans. : (a), (c), (e)

11. Following are types of relationships in relational database design.
   (a) Many to More (b) One to None (c) One to One
   (d) None to None (e) Many to Many (f) One to Many

Ans. : (c), (e), (f)

Match the Following

5.1 DBMS Concepts

(I)

	A		B
1.	Table	(a)	Used to retrieve information from database
2.	Query	(b)	Use to represent data in printed form
3.	Form	(c)	Collection of related data
4.	Report	(d)	Used to collect information from the user

Ans. : 1. – (c), 2. – (a), 3. – (d), 4. – (b)

5.2 Introduction to Base

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.

Match the Following : (I) (Page 5-25)

(I)

	A		B
1.	Title Bar	(a)	Consists of icons which are used for standard operations
2.	Menu Bar	(b)	Rest of part below Standard Tool Bar
3.	Standard Tool Bar	(c)	Present below Title Bar
4.	Working Area	(d)	Top most bar present in the screen of Base

Ans. : 1. – (d), 2. – (c), 3. – (a), 4 – (b)

5.3 Table

(I)

	A		B
1.	TinyInt	(a)	Store binary information of fixed length
2.	BigInt	(b)	Stores number with or without decimal point
3.	Binary	(c)	Stores small integer
4.	Varchar	(d)	Stores Boolean type data
5.	Numeric	(e)	Stores variable sized text
6.	Boolean	(f)	Stores Big Integer

Ans. : 1. – (c), 2. – (f), 3. – (a), 4. – (e), 5. – (b), 6. – (d)

5.4 Query Creation ; 5.5 Forms Creation ; 5.6 Report Generation

(I)

	A		B
1.	Query	(a)	Extension of database file
2.	Form	(b)	Representation of data in printed form
3.	Report	(c)	Question asked within the database environment
4.	.odb	(d)	Used to collect data from user

Ans. : 1. – (c), 2. – (d), 3. – (b), 4. – (a)

5.7 Introduction to Data Model

(I)

A	B
1. Relational Data Model	(a) Uniquely identify tuples in a relation
2. Primary key	(b) Specifically designed for relational databases
3. Foreign key	(c) Primary key consisting of more than one attribute
4. Composite primary key	(d) use to represent the relationship between two relations

Ans. : 1. – (b), 2. – (a), 3. – (d), 4. – (c)

(II)

A	B
1. One to One	(a) A row in a table can have one or many matching rows in table B.
2. One to Many	(b) A row in table A can have many matching rows in table B and vice versa.
3. Many to many	(c) A row in table A can have only one matching row in table B and vice versa.

Ans. : 1. – (c), 2. – (a), 3. – (b)

Answer in Brief

5.1 DBMS Concepts

1. Explain Libre Office Base.

Ans. :

i) Base is an open source database management system software. and designed to allow users to easily create, access, modify and view database.

ii) Data means all kinds of facts, figures and details related to people, places, things or events. Data may be in any form. It may be written, oral, computerized or not computerized. Information is the required result obtained from processing of the data. Information is the output generated through processing of raw data.

2. Short note on Database.

Ans. :

i) Database is a collection of related data items stored in an organized manner

ii) A Database consist of different objects like table, query, form and report.

3. Short Note on Database Management System Software (DBMS).

Ans. :

i) A database management system is a software designed to define, manipulate retrieve and manage data in a database.

ii) It provides various functions that allow entry, storage and retrieval of large quantities of information and provide ways to manage that information.

5.2 Introduction to Base

4. Explain RDBMS.

Ans. :

i) Base is a Relational Database Management Software(RDBMS).

ii) A DBMS that is based on relational data model is called as RDBMS.

iii) A data model is the internal structure of database which describes way of storing and retrievingof data.

iv) In RDBMS data is stored in the most simple and versatile structure i.e table. Base is collection of related data objects known as Tables, Forms, Queries and Reports.

5. Explain steps to Create and Save Database in Libre office Base.

Ans. :

i) To start base, Install Libreoffice from it's official website and click on Start -> All programs -> Libreoffice -> Libreoffice Base.

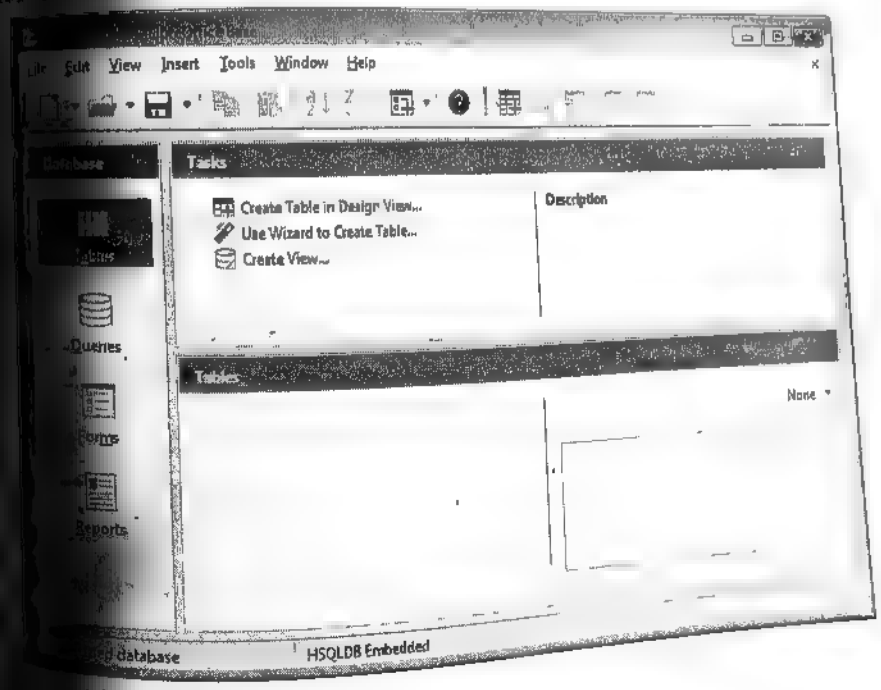
ii) A database wizard will be started.

iii) To create new database user have to select 'Create a new Database and click on 'Next' button.

iv) In 'Save and Proceed' step click on 'Finish'.

v) A 'Save As' window will appear on the screen, select location to save the database -> Type name for database in 'File Name' box then click on 'Save' button. By default extension of Base file is '.odb'.

LibreOffice Base Screen :



6. Explain Screen of Base.

Ans. : Screen of Base consists of following parts:-

i) **Title Bar :** It is the topmost bar present on the screen of Base. It displays icon of the application, name of the file and name of the application

ii) **Menu Bar :** It is present below Title bar. It displays names of different menus as File, Edit, View, Insert etc

iii) **Standard Tool Bar :** Standard tool bar consist of different icons which are used for standard operations like opening a new document, saving a document, printing a document, cut, copy, paste etc

iv) **Working Area :** Rest of the part below standard tool bar is called as working area. It is divided into two panes- Left pane and right pane. Left pane displays name of database objects like tables, queries, forms and reports. Right pane displays activities related to that particular object.

5.3 Table

7. Short note on Table.

Ans. :

i) Table is a basic unit for storing data in database.

ii) Tables are organized in the form of columns and rows.

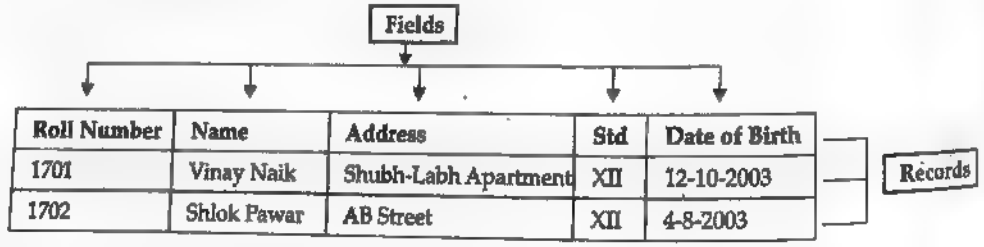
iii) Before creating a table user should first decide the entity.

iv) Entity is any real world object about which data is to be stored.

v) Each entity has collection of attributes associated with it.

vi) Attributes of an entity are stored in the form of columns.

vii) The information stored under each column forms a row which is called as record/tuple.



Roll Number	Name	Address	Std	Date of Birth
1701	Vinay Naik	Shubh-Labh Apartment	XII	12-10-2003
1702	Shlok Pawar	AB Street	XII	4-8-2003

8. Explain Data types in Base.

Ans. :

Data types available in Base can be divided into three categories as alphanumeric, numeric, calendar (date and time) and binary type.

Data Type Name	Description
Tiny Integer [TINYINT]	Stores small Integer
BigInt[BIGINT]	Stores Big Integer(hopping whole number), rarely used
Image[LONGVARBINARY]	Stores Image
Binary[VARBINARY]	Stores binary information of variable length.
Binary(fix)[BINARY]	Stores binary data of fixed length.
Memo[LONGVARCHAR]	Stores descriptive type of information i.e large block of text like article text.
Text(fix)[CHAR]	Stores fix sized text.
Number[NUMERIC]	Stores a number with or without decimal point. Base will display datatype's original length and allow to set decimal places after decimal point in design view of table. it is used when accuracy is required.
Decimal[DECIMAL]	
Integer[INTEGER]	Stores Integer most commonly used data type.
Small Integer[SMALLINT]	Stores integer
Float[FLOAT]	Stores a number with decimal point.
Real[REAL]	Stores a number with or without decimal point. It is used when approximate result required
Double[DOUBLE]	
Text[VARCHAR]	Stores variable sized text.
Text[VARCHAR_IGNORECASE]	A case insensitive version.
Yes/No [BOOLEAN]	Stores boolean type of data.
Date[DATE]	Stores date in mm/dd/yy format.
Time[TIME]	Stores time in hh:mm:ss format
Date/Time [TIMESTAMP]	Stores date as well as time.
Other[OTHER]	Stores any other object.

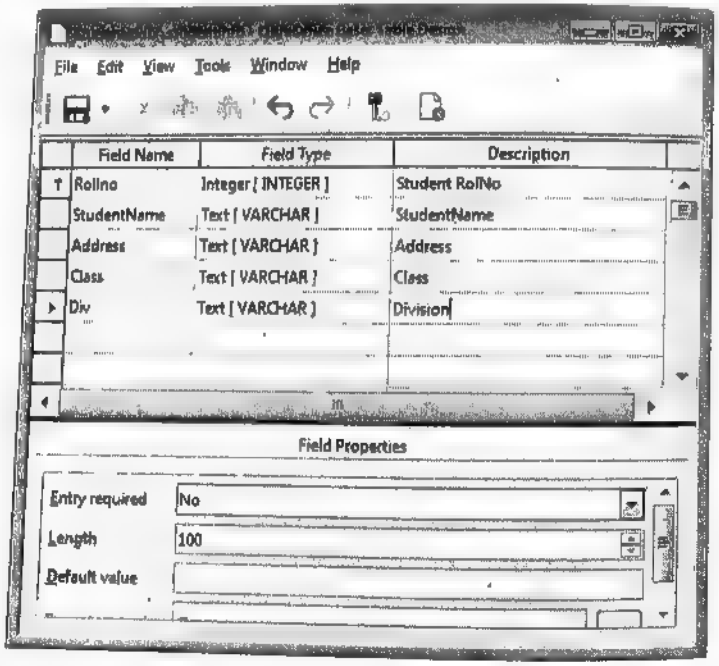
Note : When it is confirmed that number will be accepted as a input for a field and not used in any kind of calculations, then it is better to have that field's data type as text. For example pincode, mobile number is numeric but not used in any calculation so it can have text data type.

9. Explain the steps for Creating a table.

Ans. : Steps are as follows :

1. Open a database and from left pane click on 'Tables' icon
2. From right pane click on 'Create table in Design View'
3. A window will appear on the screen, type 'Field Name'
4. Select 'Field type' (field type means type of data to be stored in that field e.g 'Name' Field should have 'Text' as a Field Type)
5. In next column type the description about the field.
6. In the bottom section in 'Field Properties' select 'Yes' for 'Entry required' property.
7. You can set default value and for numeric field types you can set decimal places also. In this way create all fields
8. Right click on the small button present on the left side of the field name which is decided as primary key and select 'primary key' option.
9. Click on 'Save' icon to save the table, type name for the table, Click on 'ok'.

Following Figure displays creation of a table with its required fields and data types



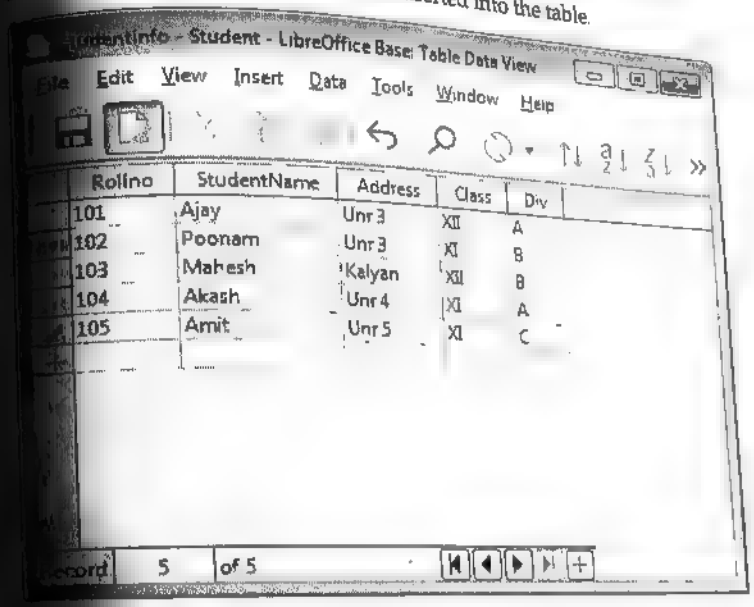
10. Explain the steps for Inserting records in a table.

Ans. : Inserting records in the table : Steps are as follows :

1. Open a database from left pane click on 'Tables' icon.
2. In the right pane from bottom part double click on the name of Table in which data is to be inserted.

3. A window will appear on the screen, type data under each field and complete one record, in this way add some records.
4. Click on 'Edit Data' icon to make edit mode off, a window will appear
5. Click on 'Yes' icon and click on 'close' button. For inserting a new record 'Edit Data' must be on.

Following figure displays records are inserted into the table.



11. Explain the steps for editing records in a table.

Ans. : Editing a record in the table :

Steps are as follows :

1. Double click on the required table.
2. Click on the required record for editing.
3. Do necessary changes.
4. Click on 'Edit Data' icon to make edit mode off, Click on 'Yes' and click on close button.

12. Explain the steps for Deleting records of a table.

Ans. : Deleting a record from the table :

Steps are as follows :

1. Double click on the table , click on the record which is to be deleted
2. Click on 'Edit' menu, select 'Delete Record' option
3. Click on 'Yes' button to delete it permanently.

5.4 Query Creation

13. Explain Query and steps to create query.

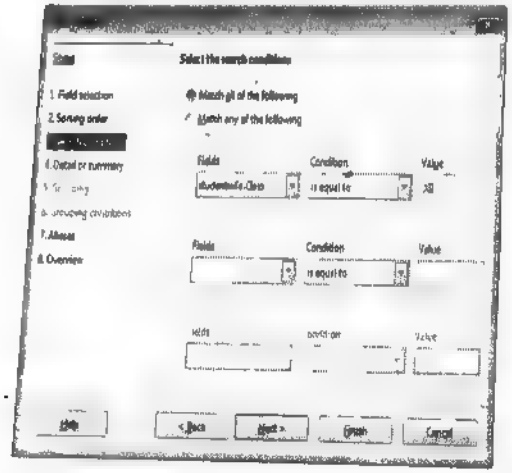
Ans. :

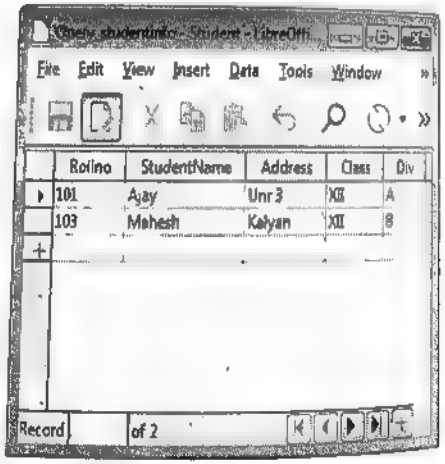
i) A Query is a question asked within the database environment.

ii) For example how many students are in XII standard. Query displays subset of data contained in various tables of database Query is used to retrieve records from the table.

Steps to create query by using wizard :

1. Open a database, from left pane click on 'Queries' objects.
2. From right pane click on 'Use Wizard to Create Query' (Wizard means step by step instructions provided by the computer to complete a task)
3. Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in the query' list by clicking on arrow button and click on 'Next' button.
4. Select a field for sorting the records, select the order ascending/ descending then click on 'Next' button.
5. In next step the user has to select search condition (more than one search conditions can also be selected) select the field, select the condition, type value for condition then click on 'Next' button.
6. If you want to replace original field names with some new field names in the output of the query, then type aliases for each field and click on 'Next' button
7. Type name for the query and Click on 'Finish' button.





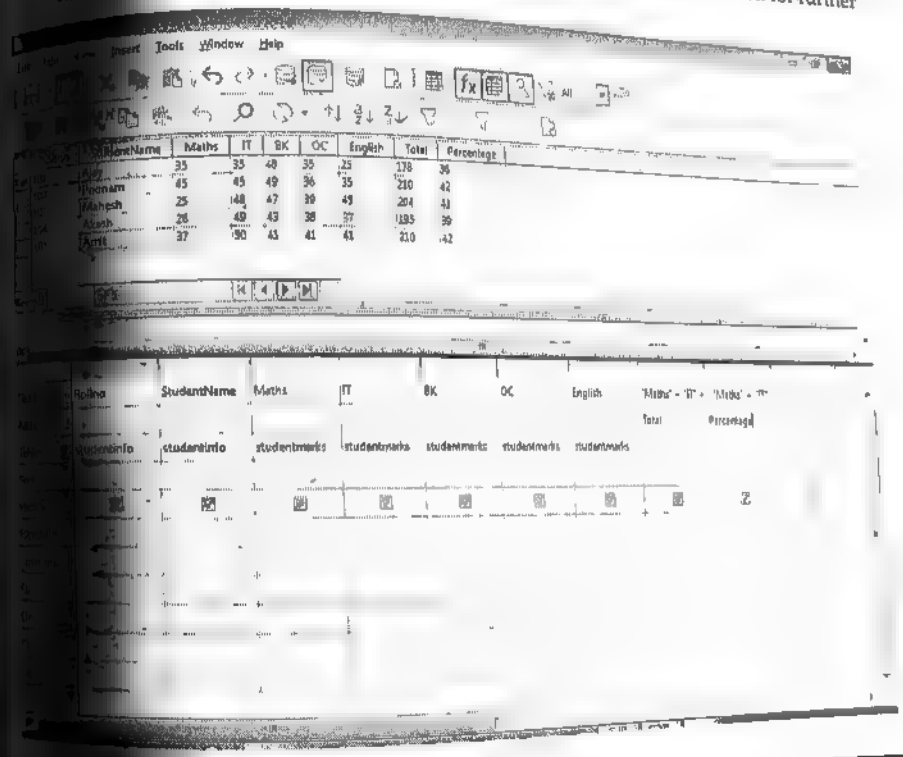
14. Explain steps to create query in query in design view.

Ans. : Steps to create query in design view :

1. Open any saved database, click on 'Queries' object and in right pane click on 'Create Query in Design View' option.
2. From Add Table window select table and click on add button. Take two tables which have at least one common field. Drag the common field from first table to

second table. A line we be displayed as a link between these two tables as they have one common field for joining. Close the add table window by clicking on close button.

3. In bottom section click inside first column of 'Field' row, select one by one field to be displayed in query output, set each field's Visible property 'On'. We can type alias for each field.
4. To calculate total of marks, in field name column, type formula for addition of subjects, for example Maths+IT+BK+OC+English. Then in next column, to calculate Percentage type formula as (Maths+IT+BK+OC+English)/5.
5. To execute query click on 'Run Query' icon or press F5 function key. The output will be displayed in same window in above portion. This output can be saved for further use.



5.5 Form Creation

15. Explain From and steps to create form.

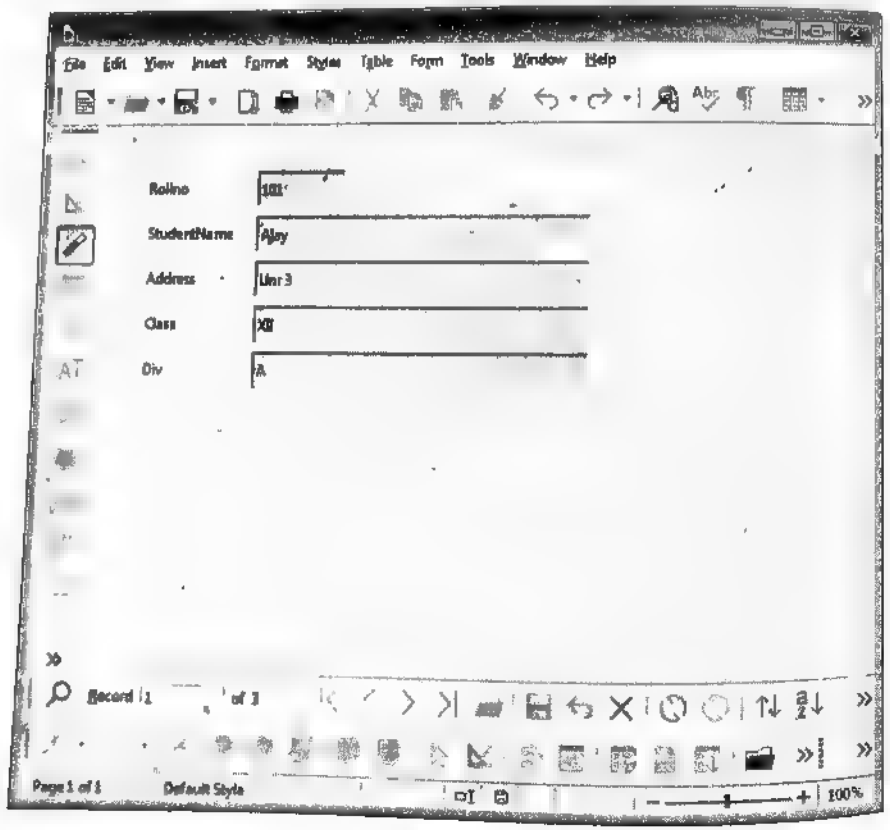
Ans. :

i) Form is an object which allows entering the data and editing or deleting existing data in the table.

ii) It consists of format, style and widgets like radio button, list boxes that provides easy and systematic way to insert records in the table Form is used to collect the data from the user.

iii) Steps to create a form are as follows :

1. Open a database, from left pane click on 'Forms' objects.
2. From right pane click on 'Use Wizard to Create Form'.
3. Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in the form' list by clicking on arrow button then click on 'Next' button
4. Click on 'Next' button.
5. Select any one arrangement for main form for placing the controls (Ex-columnar labels left) and click on 'Next' button.
6. Click on 'Next' button.
7. Select style for the form , click on 'Next' button
8. Type Name for the form , click on 'Finish' button
9. To add new record click on 'New Record' icon present on form navigation tool bar(present at bottom side), fill up the record and click on 'Save record' icon. Click on 'Close' button to close the form window Following figure displays a form :



5.6 Report Generation

16. Explain Reports and steps to create Report.

Ans. :

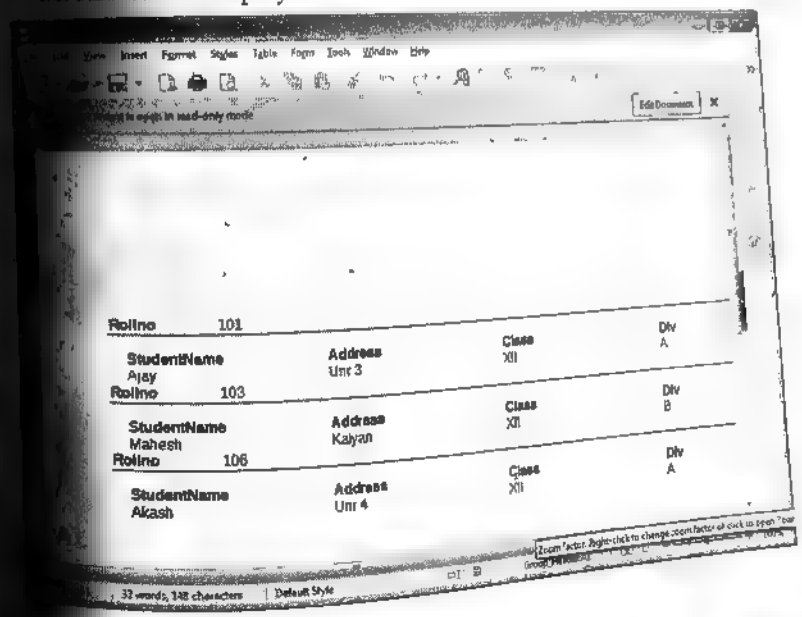
i) The presentation of information in an organised and readable format as per the user's requirement is known as report.

ii) Various complex reports can be generated that can help in taking decisions by the management.

iii) Report is therepresentation of data in printed form.

iv) Steps to create a report are as follows :

1. Open a database, from left pane click on 'Reports' objects
2. From right pane click on 'Use Wizard to Create Report'
3. Select name of 'Table' and shift fields from 'Available fields' list to 'Fields in Report' list by clicking on arrow button, click on 'Next' button
4. Labels for the fields can be changed with new labels to display in report and click on 'Next' button
5. If you want to see the records group-wise, (Ex-citywise) add a grouping level click on a field, click on arrow button and click on 'Next' button
6. Select a field to sort the data, click on 'Next' button
7. Choose Layout and Orientation, click on 'Next' button
8. Type 'Title for the Report', click on 'Finish' button
9. Report will be displayed in read-only mode in the form of 'LibreOffice Writer' file. Click on 'Close' button to close the report window. After Report generation, screen will be displayed as follows :

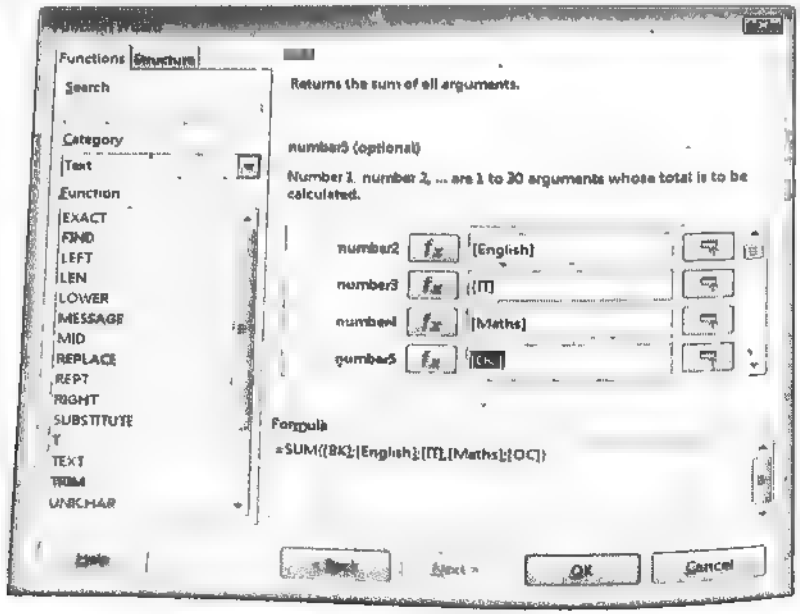


17. Explain steps to create Report.

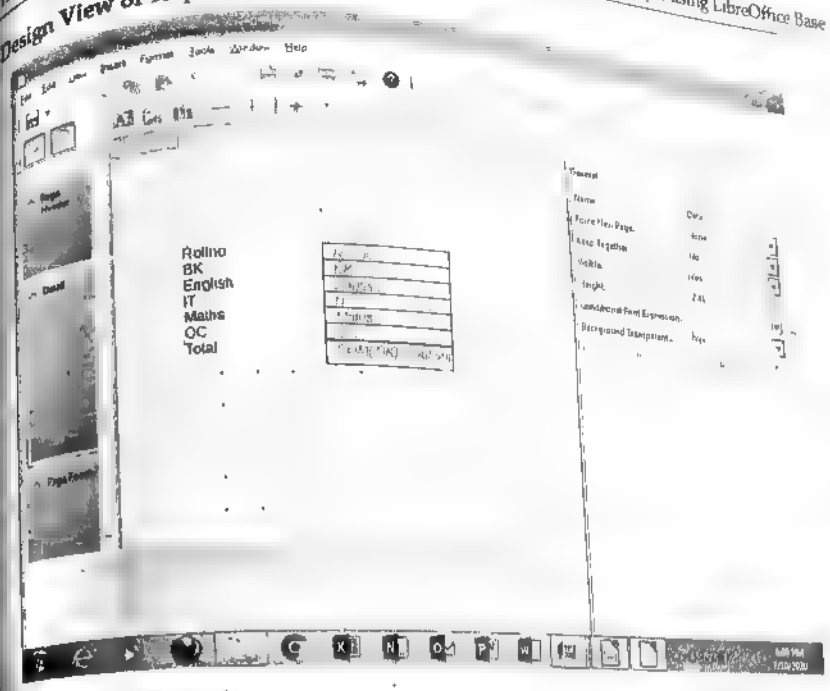
Ans. : Steps to create report in design view :

1. Open any saved database, click on 'Reports' object and in right pane click on 'Cre report in design View' option.
2. From right side, setting window(can be made on/off by clicking setting butto from tool bar) of the window, click on 'Data' tab and for 'Content' select table nam or any saved query name.
3. A small window will appear, click on field name and click on 'Insert' button, clos that window. Here we have selected 'Marks' table and rno, Maths, IT, BK,O English fields from the same table.
4. Now to calculate total of marks draw a label and a textbox below all fields. Chang label property of label as 'Total'. Click on textbox and from setting window click o 'Data' tab. Set 'Data Field Type' value as 'Field or Formula'. For 'Data Field' click o small button present aside of that field, a function wizard will start, select 'Su function, click on 'Next' button. Select field name to be used for addition by clickin on icon present on right side of the textbox (one field in each textbox to be selected and click on 'Ok' button
5. We can give some title for the report in 'Page Header' section by using 'Lab control and changing its label property to required Title.
6. To see output, click on 'Execute Report' button on standard tool bar.
7. Output will be displayed in 'Libre Office Writer' window in 'Read-Only Mode' bu we want to edit it then we can click on 'Edit Document' button, that will appear the blue ribbon at the top of the report and save it. It will be saved as a Writer fil Report can be saved for further use or can be printed to make hard copy.

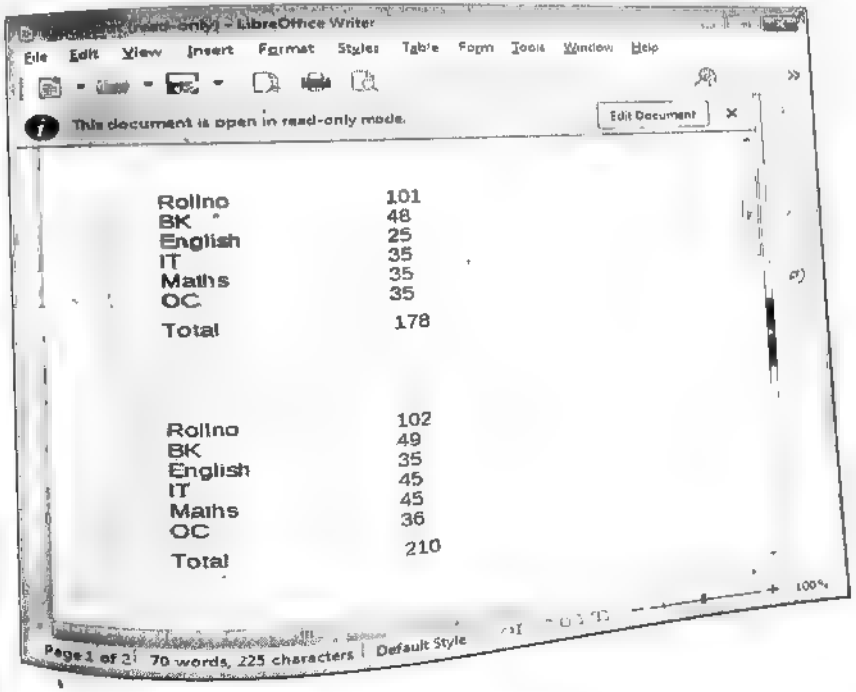
Function Wizard



Design View of Report



Print View of Report



5.7 Introduction to Data Model

18. Explain Relational Data Model.

Ans. :

i) Data model defines how the logical structure of a database is modeled.

ii) There are many types of data models such as relational data model, network dat model, hierarchical data model, object-oriented data model, entity-relationshi data model etc.

iii) **Relational Data Model :** The most commonly used data model is Relational Dat Model. A relational database refers to a database that stores data in a structure format, using rows and columns. It is "relational" because the values within each table are related to each other. Tables may also be related to other tables. In relational model, tables are called relations that store data for different columns.

19. Explain the Following :

Ans. :

i) **Attribute :** Characteristic or parameters for which data are to be stored in a relation The columns of a relation are the attributes which are also referred as fields.

ii) **Tuple :** Each row of data in a relation (table) is called a tuple. In a table with n columns, a tuple is a relationship between the n related values.

iii) **Domain :** It is a set of values from which an attribute can take a value in each row Usually, a data type is used to specify domain for an attribute. Every attribute has some pre-defined value scope, known as attribute domain.

iv) **Degree :** The number of attributes in a relation is called the Degree of the relation.

v) **Cardinality :** The number of tuples in a relation is called the Cardinality of the relation.

20. Explain keys in Relational Database.

Ans. : Keys in a Relational Database : Types of keys are :

i) **Candidate Key :** A relation can have one or more attributes that takes unique values. Any of these attributes can be used to uniquely identify the tuples in the relation. Such attributes are called candidate keys as each of them are candidates for the primary key.

ii) **Primary Key :** Out of one or more candidate keys, the attribute used to uniquely identify the tuples in a relation is called the primary key of that relation.

iii) **Composite Primary Key :** If no single attribute in a relation is able to uniquely distinguish the tuples, then more than one attribute are taken together as primary key. Such primary key consisting of more than one attribute is called Composite Primary key.

iv) **Foreign Key :** A foreign key is used to represent the relationship between two relations. A foreign key is an attribute whose value is derived from the primary key of another relation.

21. Explain types of Relationships.

Ans. :

There are 3 types of relationships in relational database design They are as follows

i) **One-to-One (1:1) :** A row in table A can have only one matching row in table B, and vice versa. This is not a common relationship type, as the data stored in table B could just have easily been stored in table A.

ii) **One-to-Many (or Many-to-One) (1:M) :** This is the most common relationship type. In this type of relationship, a row in table can have one or many matching rows in table B, but a row in table B can have only one matching row in table A One-to-Many relationships can also be viewed as Many-to-One relationships

iii) **Many-to-Many (M:M) :** In a many-to-many relationship, a row in table A can have many matching rows in table B, and vice versa.

22. Explain Steps to develop relationship between relations in LibreOffice Base.

Ans. :

Steps to develop relationship between relations in LibreOffice Base are :

i) Create relations (tables) with one field common which must be a primary key of first table and the same key is referenced in another relation and called as foreign key in that table.

ii) Click on 'Tools' menu and select 'Relationships' option.

iii) A small window will appear, select table name and click on Add' button. Place both table on the screen, now drag the common field from first table to second table. A line connecting two tables will be displayed this is called as relationship. To delete relationship just right click on line and select 'Delete'. To set some more settings about relation, right click on line and select 'Edit' option. A window will appear where we can set various update and delete options for the relationship.

Programs

Create a database Stock having a table Product which should contain following fields : Product ID, Product Name, Product Description, Product rate, Month of Production and add 10 records in it.

Perform following Queries on the same :

(i) Display list of products manufactured in the month of December.

(ii) Display lists of products whose rate is greater than 100.

Generate monthly manufactured product's report.

Write steps for creating database, table, queries and report.

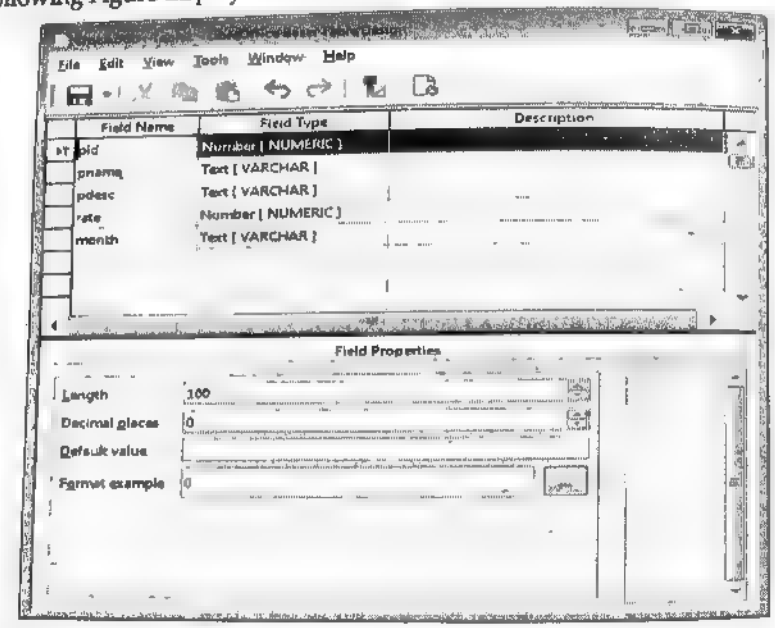
(i) Steps for creating database stock

Click on start -> All Pop grams -> Libre Office -> Libre office Base -> Database Wizard window appears, click on Save and Proceed and click on finish button select proper location where you wish to save database by giving the appropriate name to database file, database will be created.

(ii) Steps for creating table Product

Click on 'Tables' icon -> From right pane click on 'Create table in Design View' -> A window will appear on the screen, type 'Field Name' ,Select 'Field type' -> Right click on the small button present on the left side of the field name which is decided as primary key and select 'primary key' option. Click on 'Save' icon to save the table type name for the table and Click on 'ok' button. Insert 10 records in it by double clicking on the table.

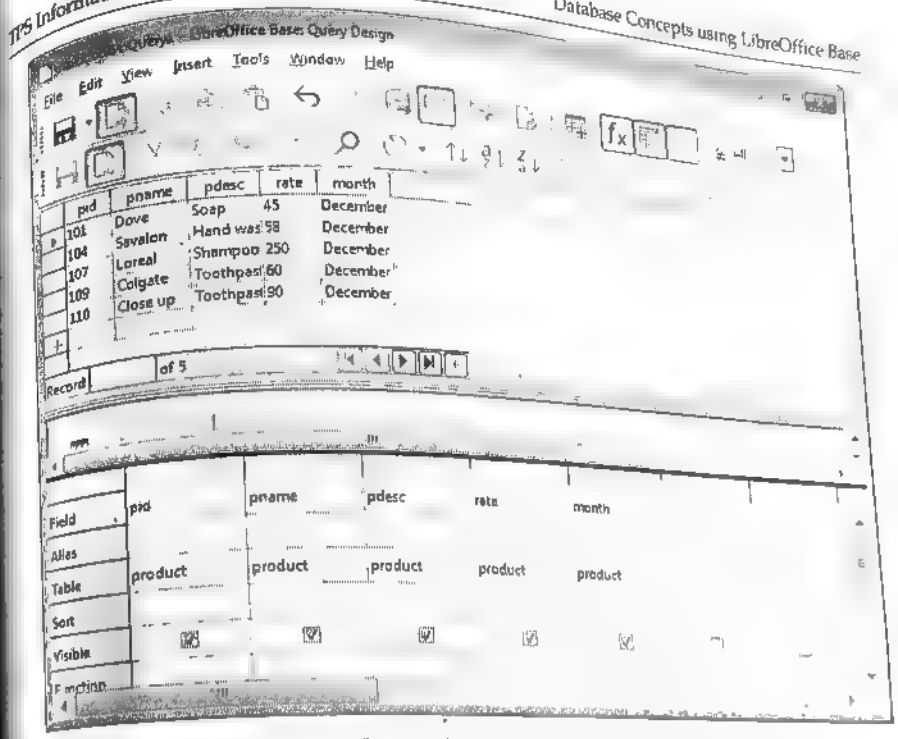
Following Figure displays creation of a table with its required fields and data types



(iii) Steps for creating queries.

(a) Display list of products manufactured in the month of December.

Click on 'Queries' object and in right pane click on 'Create Query in Design View' option -> From Add Table window select table and click on add button -> In bottom section click inside first column of 'Field' row, select one by one field to be displayed in query output, set each field's Visible property 'On'. -> To display product list which are in the month of December, in Criterion column type "December" and click on Run Query or Press F function key.



(b) Display lists of products whose rate is greater than 100.

Click on 'Queries' object and in right pane click on 'Create Query in Design View' option -> From Add Table window select table and click on add button -> In bottom section click inside first column of 'Field' row, select one by one field to be displayed in query output, set each field's Visible property 'On'. -> To display product list whose rate is greater than 100, in Criterion column type >100 and click on Run Query or Press F5 function key.

(iv) Steps to generate monthly manufactured product's report.

From left pane click on 'Reports' objects -> From right pane click on 'Use Wizard to Create Report' -> Select name of 'Table' and shift fields from Available fields' list to 'Fields in Report' list by clicking on arrow button -> click on 'Next' button Labels for the fields can be changed with new labels to display in report and click on 'Next' button If you want to see the records group-wise -> add a grouping level click on a field -> click on arrow button and click on 'Next' button -> Select a field to sort the data -> click on 'Next' button Choose Layout and Orientation, click on 'Next' button Type 'Title for the Report' -> click on 'Finish' button Report will be displayed in read-only mode in the form of 'LibreOffice Writer' file. Click on 'Close' button to close the report window. After Report generation, screen will be displayed as follows :

month April

pid	pname
105	lays

month December

pid	pname
109	Colgate
110	Close up
107	Loreal
104	Savalon
101	Dove

month January

pid	pname
102	Cinthol

month March

pid	pname
108	Dabur Oil
103	Dettol

month MArch

Self Assessment

Time : 1 Hour **Marks: - 40**

1. Fill in the blanks (05)

1. Base is _____ source Database Management System.
2. _____ means all kinds of facts, figures, things or events.
3. The _____ data type is used to store variable sized text.
4. _____is the representation of data in printed form.
5. In _____relationship a row in a table can have many matching rows i another table and vice versa.

2. True or False (05)

1. Query is the collection of irrelevant data
2. DBMS defines rules to validate and manipulate the data.
3. Table is a basic unit for storing data in database.
4. Each table can have multiple columns.
5. Relationships option is in Edit menu of Base.

3. MCQ one correct alternative. (05)

1. _____must be processed in proper way to generate the useful and meaningful information.
   (a) Information (b) Data
   (c) Table (d) Report
2. _____ is a collection of related data.
   (a) Data (b) Table (c) Query (d) Report
3. Each entity has collection of _____ associated with it.
   (a) Record (b) Row (c) Attributes (d) Column
4. The data type stores time in hh :mm:ss format.
   (a) Date (b) Time (c) Char (d) Float
5. RDBMS is specifically designed for _____ database.
   (a) Relational (b) logical (c) Artificial (d) Natural

4. MCQ two correct alternative. (06)

1. Tables are organized in the form of _____and _____.
   (a) Report (b) Query (c) Columns (d) Rows
2. _____and _____are the types of relationships in relational database design.
   (a) One to One (b) Many to Many
   (c) Many to None (d) One to None
3. _____and _____methods are used to create query.
   (a) Standard View (b) Tool View (c) Wizard (d) Design View

5. MCQ three correct alternative. (06)

1. Following are the data types available in Base.
   (a) Array (b) Structure (c) LargeInt
   (d) Char (e) Varchar (f) Decimal
2. Keys in a Relational Database are_____.
   (a) Candidate key (b) Manual key (c) Foreign key
   (d) Basic key (e) Primary key (f) Local key

6. Match the Following. (03)

	A		B
1.	TinyInt	(a)	Store binary information of fixed length
2.	BigInt	(b)	Stores number with or without decimal point
3.	Binary	(c)	Stores small integer
4.	Varchar	(d)	Stores Boolean type data
5.	Numeric	(e)	Stores variable sized text
6.	Boolean	(f)	Stores Big Integer

7. Answer the following : (10

a) Short note on DBMS (Refer Page No 5.26, Q.3)

b) Explain any 4 data types in Base (Refer Page No 5.28, Q.8)

c) Explain steps to create a table (Refer Page No 5.30, Q.9)

d) Explain steps to edit record in a table (Refer Page No 5.31, Q.11)

e) Explain One to One relationship (Refer Page No 5.39, Q.21)

Answer of Questions

1. Fill in the blanks

1) open 2) Data 3) Text 4) Reports 5) Many to Many

2. True or False

1) False 2) True 3) True 4) False 5) False

3. MCQ one correct alternative

1) B 2) B 3) C 4) B 5) A

4. MCQ two correct alternative

1) (c, d) 2) (a, b) 3) (c, d)

5. MCQ three correct alternative

1) (d, e, f) 2) (a, c, e)

6. Match the Following

1. - (c), 2. - (f), 3. - (a), 4. - (e), 5. - (b), 6. - (d)

□□□

6 Enterprise Resource Planning(ERP)

Chapter at a Glance

6.1 Introduction
most of the organizations are moving to Enterprise Resource Planning (ERP) packages as a solution to their information management problem.

6.2 What is an Enterprise
"An enterprise is a group of people and other resources working together for a common goal"

6.3 What is Resource
There are different types of resources in an enterprise like men, material, money and machine

6.4 What is Planning
Planning helps managers to improve future performance

6.5 Concept of Enterprise Resource Planning
ERP replaces the old stand alone computer systems with a single software program that facilitates various functional modules

6.6 Functional Units of ERP

- Financial Module
- Manufacturing Module
- Production Planning Module
- HR Module
- Inventory Control Module
- Purchasing Module
- Marketing Module
- Sales and distribution Module
- Quality Management Module

6.7 ERP and related technology

An ERP system integrates separate business functions material management, product planning, sales, distribution, financial and others into single applications

- Product Life Cycle Management (PLM)
- Management Information System(MIS)
- Supply Chain Management(SCM)
- Customer Relationship Management(CRM)
- Decision Support System(DSS)

6.8 ERP solution providers/ERP packages

If an ERP package is chosen correctly, implemented judiciously and used efficiently, the productivity of the enterprise will be increased

- Oracle
- Odoo
- Microsoft Dynamics
- SAP
- Bitrix24
- Tally ERP

6.9 ERP and Internet

The communication between the server where an ERP system is installed and many clients(End-User Pc's) is done through the Internet

6.10 Benefits of ERP

- Improved resource utilization
- Decision making capability
- Better customer satisfaction
- Increased flexibility
- Provide accurate information
- Information integrity

6.11 Limitation in ERP Implementation

- High cost
- Operational and maintenance issues
- Requirement of additional trained staff
- Security Control
- Artificial intelligence
- Machine learning
- Embedded business intelligence etc

Fill in the Blanks

1. An _____ is a group of people and other resource working together for a common goal.

Ans. : Enterprise

2. Different types of resources in an enterprise are men, _____, money and machine.

Ans. : material

3. The _____ module can collect financial data from various functional departments and generate valuable financial reports.

Ans. : Financial

4. A _____ is a source of an organization's electronically stored data.

Ans. : Data Warehouse

State True or False

1. Planning helps to improve future performance of an organization.

Ans. : True

2. MIS is implemented by a company to handle its contract with its customers.

Ans. : False

3. To run an ERP system, trained and experience employee are needed.

Ans. : True

4. Better decision from an enterprise will help them to go a step ahead of its competitors.

Ans. : True

Match the Following

'A'	'B'
1. Trained Staff	(a) ERP Package
2. Information integrity	(b) Problem in ERP Implementation
3. Odoo	(c) ERP Technology
4. MIS	(d) Benefits of ERP

Ans. : 1. – (b) 2. – (d) 3. – (a) 4. – (c)

Write Short Answers

1. Give any four benefits of ERP.

Ans. : Refer 6.21, Q.8

2. List down different modules of ERP.e

Ans. : Refer 6.19, Q.5

3. Describe any 2 problem areas in ERP implementation.

Ans. : Refer 6.22, Q.9

Fill in the Blanks

6.1 Introduction

1. Managing the future means managing the _____.

Ans. : Information

2. _____ can be used for planning and organizing resources and information of an enterprise.

Ans. : Information Technology

3. Information technology and its related technologies can be used for planning and organizing _____ and information of an enterprise.

Ans. : Resources

4. ERP stands for_____.

Ans. : Enterprise Resource Planning

6.2 What is an Enterprise?

5. An _____ is a group of people and other resource working together for a common goal.

Ans. : Enterprise

6. An enterprise act as a_____ entity and organization is divided into different units based on the operations performed in it..

Ans. : single

6.3 What is Resource?

7. Different types of resources in an enterprise are men, _____, money and machine.

Ans. : material

8. _____ can be designed for departments of an enterprise so that accurate and timely data can be provided.

Ans. : Information System

6.4 What is Planning?

9. _____ helps to managers to improve future performance, by establishing objectives and selecting a course of action, for the benefit of the organization.

Ans. : Planning

6.5 Concept of Enterprise Resource Planning

10. An _____ can be considered as a system and all its departments as its sub systems.

Ans. : enterprise

11. Information about the entire enterprise can be stored in a _____ database.

Ans. : centralized

6.6 Functional Units of ERP.

12. The resources available in an enterprise must be utilized _____.

Ans. : effectively

13. The ERP system helps the management in making the planning process more productive and_____.

Ans. : efficient

14. The ERP system helps the management in making the planning process more _____ and efficient.

Ans. : productive

15. _____ module is the core of many ERP software packages.

Ans. : Financial

16. The _____ module can collect financial data from various functional departments and generate valuable financial reports.

Ans. : Financial

17. _____ module includes financial accounting, investment management, enterprise controlling and treasury.

Ans. : Financial

18. _____ module contains necessary business rules to manage the entire production process.

Ans. : Manufacturing

19. _____ module of ERP enables an enterprise to combine technology and business processes to get integrated solutions.

Ans. : Manufacturing

20. _____ module is used for optimizing the utilization of available resources helps the organization to plan their production.

Ans. : Production planning

21. _____ module identifies the material required, allocates optimal resources using data and sales forecasting with the sales data.

Ans. : Production planning

22. _____ module maintains an updated and complete employee database including personal information, salary details, attendance, performance, promotions, etc.

Ans. : HR

23. _____ module covers processes of maintaining the appropriate levels of stock in the warehouses.

Ans. : Inventory control

24. _____ module is responsible for identifying the inventory requirements and setting the target of the stock items required.

Ans. : Inventory control

25. _____ module helps for generating purchase order evaluating the supplier and billing.

Ans. : Purchasing

26. _____ module is used for monitoring and tracking customer orders, increasing customer satisfaction and for eliminating credit risks.

Ans. : Marketing

27. _____ module is closely integrated with the e-commerce website of the organization.

Ans. : Sales and distribution

28. _____ module helps for tracking enquiries, order placements, order scheduling, dispatching and invoicing.

Ans. : Sales and distribution

29. _____ module is used for managing the quality of the product.

Ans. : Quality management

30. _____ module provides freedom to change manufacturing and planning methods as and when required.

Ans. : Manufacturing

31. HR stands for _____.

Ans. : Human Resource

6.7 ERP and related technology.

32. _____ is the process of managing the entire life cycle of a product.

Ans. : Product Life Cycle Management

33. _____ is used for determining the lifespan of a product.

Ans. : Product Life Cycle

34. MIS stands for_____.

Ans. : Management Information System

35. _____ has the capability to generate reports as and when [illegible]

Ans. : MIS

36. SCM Stands for _____

Ans. : Supply Chain Management

37. _____ consist of all the activities associated with moving goods from a supplier to the customer.

Ans. : Supply Chain Management

38. CRM stands for _____.

Ans. : Customer Relationship Management

39. _____ is a term applied to the processes implemented by a company to handle its contract with its customers.

Ans. : Customer Relationship Management

40. _____ covers methods and technologies used by companies to manage their relationship with clients.

Ans. : Customer Relationship Management

41. _____ are interactive, computer based systems that aid users in judgment and choice activities.

Ans. : Decision Support System

42. _____ will collect relevant data from inside and outside an enterprise

Ans. : Management Information System (MIS)

43. _____ is a computer program application that analysis business data

Ans. : Decision Support System (DSS)

44. _____ needs a strong database management system to provide the support in decision making.

Ans. : Decision Support System (DSS)

6.8 ERP solution providers/ERP packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.

Fill in the Blanks : Q. 46 (Page 6-7)

45. SAP stand for _____.

Ans. : System, Application and Products

46. _____ is originally known for its database system rather than its ERP system.

Ans. : Oracle

6.9 ERP and Internet

47. Implementation of _____ based ERP gives the end user cost effective solution tool for ERP management.

Ans. : Web

48. A _____ ERP makes it easier and more secure for business to manage their information.

Ans. : Cloud

6.10 Benefits of ERP

49. _____ means meeting maximum customer's requirements for a product or service.

Ans. : Customer satisfaction

50. An ERP system allows organizations to be more _____ so that they can more easily adapt and capitalize on new business opportunities.

Ans. : flexible

6.11 Limitation in ERP Implementation

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Fill in the Blanks : Q. 51 to Q. 53 (Page 6-8)

51. The cost of ERP software configuration and implementation is_____.

Ans. : very high

52. To run ERP system _____ and experienced employees are to be appointed in the enterprise.

Ans. : trained

53. To run ERP system trained and _____ employees are to be appointed in the enterprise.

Ans. : experienced

54. _____ services are impacting every facet of business operations.

Ans. : Artificial Intelligence

55. The concept of _____ is going to revolutionize ERP.

Ans. : machine learning

True or False

6.1 Introduction

1. Managing the future means managing the product.

Ans. : False

2. The organization who make best possible use of information can succeed

Ans. : True

3. ERP packages are the solution for information management problems.

Ans. : True

6.2 What is an Enterprise?

4. An enterprise is divided into different units.

Ans. : False

5. An enterprise acts as a single entity.

Ans. : True

6.3 What is Resource?

6. Information system can be designed for various departments of an enterprise so that accurate and timely data can be provided to the concerned person.

Ans. : True

6.4 What is Planning?

7. Planning helps managers to improve future performance of an organization.

Ans. : True

6.5 Concept of Enterprise Resource Planning

8. For better benefits and efficiency, each departments must know what other departments are doing.

Ans. : True

9. Using ERP Finance department can see if any sales order has been shipped from the warehouse so as to make further payment.

Ans. : True

6.6 Functional Units of ERP.

10. The ERP system doesn't helps the management in making the planning process more productive and efficient.

Ans. : False

11. The entire ERP package contains single module.

Ans. : False

12. Financial module is the core of many ERP software package.

Ans. : True

13. Manufacturing module identifies the material required, allocates optimal resource using data and sales forecasting with the sales data.

Ans. : False

14. Marketing module is closely connected with the inventory, finance and production planning module.

Ans. : False

15. Sales and distribution module is closely integrated with e-commerce website of the organization.

Ans. : True

6.7 ERP and related technology.

16. Product life cycle is used for determining the lifespan of a product.

Ans. : True

17. In MIS Information is the end user of the data that is decision maker.

Ans. : False

18. MIS will collect relevant data from inside and outside an enterprise.

Ans. : True

19. CRM has the capability to generate reports as and when the user demands it.

Ans. : False

20. SCM stands for Supply Chain Marketing.

Ans. : False

21. MIS begin with collecting raw material and ends with receiving the good by the customer.

Ans. : False

22. Faster delivery or availability will increase the sales and satisfaction of customers.

Ans. : True

23. MIS is implemented by a company to handle its contract with its customers.

Ans. : False

24. CRM covers methods and technologies used by companies to manage their relationship with clients.

Ans. : True

25. Decision Support System (DSS) are interactive, computer-based systems that aid users in judgment and choice activities.

Ans. : True

26. DSS is a computer program application that analyses business data and present it so that users can make business decision more easily

Ans. : True

27. DSS not required strong database management system to provide the support in decision making.

Ans. : False

6.8 ERP Solution Providers/ERP Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
True or False : Q. 28 to Q. 31 (Page 6-11)

28. If an ERP package is chosen correctly, implemented judiciously and used efficiently, the productivity of the enterprise will be increased.

Ans. : True

29. The ERP310 package from Oracle provides strong Marketing module.

Ans. : False

30. SAP stand for Software, Application and Products for data processing.

Ans. : False

31. Bitrix24 is a free online ERP solution that work for businesses of all sizes.

Ans. : True

32. Tally solutions Pvt Ltd is an Indian Software Company.

Ans. : True

6.9 ERP and Internet

33. Implementation of web based ERP gives the end user cost effective solution tool for ERP management.

Ans. : True

34. A cloud ERP is not that easy and secure for businesses to manage their information.

Ans. : False

6.10 Benefits of ERP

35. Using ERP system the wastage or loss of all types of resources can be reduced and improved resource utilization can be ensured.

Ans. : True

36. Better decision from an enterprise will help them to go a step ahead of its competitors.

Ans. : True

37. ERP systems decreases flexibility on an organization.

Ans. : False

6.11 Limitation in ERP Implementation

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
True or False : Q. 38 to Q. 40 (Page 6-12)

38. The cost of ERP software configuration and implementation is low.

Ans. : False

39. To run an ERP system, trained and experienced employees are needed.

Ans. : True

40. Implementation of an ERP need major changes in the current process of a enterprise.

Ans. : True

41. Artificial Intelligence services are impacting every facet of business operations.

Ans. : True

42. The concept of machine learning does not affect ERP.

Ans. : False

43. There are lots of benefits of implementing ERP in an organization.

Ans. : True

MCQ (One Correct Answers)

6.1 Introduction

1. ERP Stands for_____.
   (a) Enterprise Resource Planning (b) Enterprise Resource Process
   (c) Enterprise Research Planning (d) Enterprise Research Process

Ans. : (a)

6.2 What is an Enterprise?

2. _____ is a group of people and other resources working together for common goal.
   (a) Organization (b) Comity (c) Enterprise (d) Company

Ans. : (c)

6.3 What is Resource?

3. _____ can be designed for various departments of an enterprise so that accurate and timely data can be provided.
   (a) Information system (b) Resource Planning
   (c) Marketing (d) Team Work

Ans. : (a)

6.4 What is Planning?

4. _____ helps managers to improve future performance of the organization.
   (a) Planning (b) Managing
   (c) Communication (d) Fast Decision

Ans. : (a)

6.5 Concept of Enterprise Resource Planning

5. Information about the entire enterprise can be stored in a _____ database.
   (a) Planning (b) Centralized
   (c) Decentralized (d) Fast Decision

Ans. : (b)

6.6 Functional Units of ERP.

6. _____ module is the core of many ERP software packages.
   (a) Financial (b) Marketing
   (c) Production Planning (d) Purchasing

Ans. : (a)

7. The _____ module can collect financial data from various functional departments and generate valuable financial reports.
   (a) Manufacturing (b) Sales and distribution
   (c) Financial (d) Purchasing

Ans. : (c)

8. _____ module includes financial accounting, investment management, enterprise controlling and treasury.
   (a) HR (b) Financial
   (c) Inventory Control (d) Quality Management

Ans. : (b)

9. _____ module contains necessary business rules to manage the entire production process.
(a) Manufacturing (b) HR
(c) Financial (d) Inventory Control
Ans. : (a)

10. _____ module of ERP enables an enterprise to combine technology and business processes to get integrated solutions.
(a) Production Planning (b) HR
(c) Quality Management (d) Manufacturing
Ans. : (d)

11. _____ module is used for optimizing the utilization of available resources and helps the organization to plan their production.
(a) Manufacturing (b) Marketing
(c) Production Planning (d) Purchasing
Ans. : (c)

12. _____ module identifies the material required, allocates optimal resources using data and sales forecasting with the sales data.
(a) Financial (b) Marketing
(c) Production Planning (d) Purchasing
Ans. : (c)

13. _____ module maintains an updated and complete employee database including personal information, salary details, attendance, performance, promotions, etc.
(a) HR (b) Financial
(c) Inventory Control (d) Quality Management
Ans. : (a)

14. _____ module covers processes of maintaining the appropriate levels of stock in the warehouses.
(a) Manufacturing (b) HR
(c) Financial (d) Inventory Control
Ans. : (d)

15. _____ module is responsible for identifying the inventory requirements and setting the target of the stock items required.
(a) Inventory control (b) Manufacturing
(c) HR (d) Financial
Ans. : (a)

16. _____ module helps for generating purchase order evaluating the supplier and billing.
(a) Manufacturing (b) Sales and distribution
(c) Financial (d) Purchasing
Ans. : (d)

17. _____ module is used for monitoring and tracking customer orders, increasing customer satisfaction and for eliminating credit risks.
(a) Financial (b) Marketing
(c) Production Planning (d) Purchasing
Ans. : (b)

18. _____ module is closely integrated with the e-commerce website of the organization.
(a) Manufacturing (b) Sales and distribution
(c) Financial (d) Purchasing
Ans. : (b)

19. _____ module helps for tracking enquiries, order placements, order scheduling, dispatching and invoicing.
(a) Manufacturing (b) Sales and distribution
(c) Financial (d) Purchasing
Ans. : (b)

20. _____ module is used for managing the quality of the product.
(a) HR (b) Financial
(c) Inventory Control (d) Quality Management
Ans. : (d) **Quality management**

6.7 ERP and related technology.

21. _____ is the process of managing the entire life cycle of a product.
(a) PLM (b) MIS (c) CRM (d) SCM
Ans. : (a)

22. _____ has the capability to generate reports as and when the user demands it
(a) PLM (b) MIS (c) CRM (d) SCM
Ans. : (b)

23. _____ consist of all the activities associated with moving goods from the supplier to the customer.
(a) Supply Chain Management (b) Decision Support System
(c) MIS (d) Customer Relationship Management
Ans. : (a)

24. _____ is a term applied to the processes implemented by a company to handle contract with its customers.
(a) Supply Chain Management (b) Decision Support System
(c) MIS (d) Customer Relationship Management
Ans. : (a)

25. _____ covers methods and technologies used by companies to manage their relationship with clients.
(a) Supply Chain Management (b) Decision Support System
(c) MIS (d) Customer Relationship Management

Ans. : (d)

26. _____ are interactive, computer based systems that aid users in judgment and choice activities.
(a) Supply Chain Management (b) Decision Support System
(c) MIS (d) Customer Relationship Management

Ans. : (b)

6.8 ERP solution Providers/ERP Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (One Correct) : Q. 27 (Page 6-16)

27. _____ was originally known for its database system rather that its ERP system.
(a) Oracle (b) SAP (c) Odoo (d) Bitrix24

Ans. : (a)

28. _____ is an Indian Software Company offers ERP.
(a) Tally solution Pvt Ltd (b) Oracle
(c) Odoo (d) Microsoft

Ans. : (a)

6.9 ERP and Internet

29. Implementation of _____ ERP gives the end user cost effective solution tool for ERP management.
(a) Host based (b) Home based
(c) Man based (d) Web based

Ans. : (d)

MCQ (Two Correct Answers)

6.3 What is Resource?

Information system can be designed for various departments of an enterprise so that _____ and _____ data can be provided to the concerned person.
(a) timely (b) accurate (c) wrong (d) slow

Ans. : (a), (b)

6.6 Functional Units of ERP.

2. Functional units of ERP are _____
(a) HR Module (b) Home Module
(c) My Module (d) Manufacturing Module

Ans. : (a), (d)

6.7 ERP and Related Technology

3. Technologies used along with ERP packages are _____
(a) Financial Module (b) HR Module
(c) Product Life Cycle Management (d) Decision Support System

Ans. : (c), (d)

6.8 ERP Solution Providers/ERP Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (Two Correct) : Q. 4 (Page 6-17)

4. Popular ERP packages are _____
(a) MS Word (b) Tally (c) Oracle (d) MS Excel

Ans. : (b), (c)

6.10 Benefits of ERP

5. Following are the benefits of ERP
(a) Decision Making Capability (b) High Cost
(c) Customer satisfaction (d) Maintenance issues

Ans. : (a), (c)

6.11 Limitation in ERP Implementation

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (Two Correct) : Q. 6 (Page 6-17)

6. Following are the limitations of using ERP package are _____.
(a) Decision Making Capability (b) High Cost
(c) Increased flexibility (d) Security Control

Ans. : (b), (d)

MCQ (Three Correct Answers)

6.6 Functional Units of ERP

1. Purchasing module is closely connected with.
   (a) Marketing Module (b) Inventory Module
   (c) Finance Module (d) Manufacturing Module
   (e) Production Planning Module (f) HR Module

Ans. : (b), (c), (e)

2. The Quality Management Module fulfills the following functions.
   (a) Quality Planning (b) Quality Testing
   (c) Quality Requirement (d) Quality Inspection
   (e) Quality Control (f) Quality Management

Ans. : (a), (d), (e)

3. Functional units of ERP are _____.
   (a) HR Module (b) Supply Chain Management
   (c) Financial Module (d) Production Life Cycle Management
   (e) Purchasing Module (f) Decision Support System

Ans. : (a), (c), (e)

6.7 ERP and Related Technology

4. Three components of MIS.
   (a) Management (b) Information
   (c) Software (d) Manufacture
   (e) System (f) Marketing

Ans. : (a), (b), (e)

5. Technologies used along with ERP packages are _____.
   (a) HR Module (b) Supply Chain Management
   (c) Financial Module (d) Production Life Cycle Management
   (e) Purchasing Module (f) Decision Support System

Ans. : (b), (d), (f)

6.8 ERP Solution Providers/ERP Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (Three Correct) : Q. 6 to Q. 7 (Page 6-19)

6. SAP developed.
   (a) Customer Relationship Model
   (b) Supply Chain Management
   (c) Decision Support System
   (d) Product Life Cycle Management System
   (e) Management Information System
   (f) Sales and distribution module

Ans. : (a), (b), (d)

7. Popular ERP packages are _____.
   (a) Oracle (b) MS Excel (c) SAP
   (d) MS PowerPoint (e) Tally (f) MS Word

Ans. : (a), (c), (e)

6.10 Benefits of ERP

8. Benefits of ERP packages are _____.
   (a) Customer satisfaction (b) High Cost
   (c) Increased Flexibility (d) Operational issues
   (e) Information Integrity (f) Security Control

Ans. : (a), (c), (e)

6.11 Limitation in ERP Implementation

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
MCQ (Three Correct) : Q. 9 (Page 6-19)

9. Limitations of using ERP package in an enterprise are _____.
   (a) Customer satisfaction (b) High Cost
   (c) Increased Flexibility (d) Operational issues
   (e) Information Integrity (f) Security Control

Ans. : (b), (d), (f)

Match the Following

'A'	'B'
1. Trained Staff	(a) ERP technology
2. Artificial Intelligence Services	(b) Interactive, computer based system
3. Quality management Module	(c) Benefits of ERP
4. Information integrity	(d) ERP Package
5. DSS	(e) Indian Software Company
6. Marketing Module	(f) Future of ERP
7. MIS	(g) Tracking Customers Order
8. Tally ERP	(h) Quality planning
9. Odoo	(i) Problem in ERP implementation

Ans. :

1. – (i) **2. – (f)** **3. – (h)** **4. – (c)** **5. – (b)**
6. – (g) **7. – (a)** **8. – (e)** **9. – (d)**

Answer Briefly

6.2 What is an Enterprise?

1. What is an Enterprise?

Ans. :

(i) An enterprise is a group of people and other resources working together for a common goal.

(ii) An enterprise acts as a single entity and an organization is divided into different units based on the operations performed in it

(iii) An enterprise may consist of different sections such as manufacturing or production, planning, sales, purchase, finance, distribution etc

6.3 What is Resource?

2. What is Resource?

Ans. :

(i) There are different types of resources in an enterprise like men, material, money and machine

(ii) Information system can be designed for various departments of an enterprise so that accurate and timely data can be provided to the concerned persons.

6.4 What is Planning?

3. What is Planning?

Ans. :

Planning helps managers to improve future performance, by establishing objectives and selecting a course of action, for the benefit of the organization

6.5 Concept of Enterprise Resource Planning

4. Explain the concept of Enterprise Resource Planning.

Ans. :

(i) In some enterprises, different departments function independently.

(ii) So the information that is produced by each department may be available only to the top management of the department and it is not available to the other departments.

(iii) The ERP system often integrates accounts payables, stock control systems, order monitoring systems and customer databases into one system.

(iv) An enterprise can be considered as a system and all its departments as its sub systems.

(v) Information about the entire enterprise can be stored in a centralized database and it is made available to all departments.

6.6 Functional Units of ERP

5. List down different modules of ERP.

Ans. :

(i) **Financial Module :** This module is the core of many ERP software packages. It can collect financial data from various functional departments and generate valuable financial reports. Financial reports include balance sheets, general ledger, trial balance, financial statements, etc. This module also includes financial accounting, investment management, enterprise controlling and treasury

(ii) **Manufacturing Module :** Manufacturing module contains necessary business rules to manage the entire production process. This module of ERP enables an enterprise to combine technology and business processes to get integrated solutions.

(iii) **Production Planning Module :** This module is used for optimising the utilisation of available resources and helps the organisation to plan their production. This module identifies the materials required, allocates optimal resources using data and sales forecasting with the sales data.

(iv) **HR Module :** HR stands for Human Resource. HR module maintains an updated and complete employee database including personal information, salary details, attendance, performance, promotion, etc. of all employees in an enterprise.

(v) **Inventory Control Module** : This module covers processes of maintaining the appropriate level of stock in the warehouse. It is responsible for identifying the inventory requirements and setting the target of the stock items required.

(vi) **Purchasing Module** : Purchase Module helps for generating purchase order evaluating the supplier, and billing. It is closely connected with the inventory, finance and production planning module.

(vii) **Marketing Module** : Marketing module is used for monitoring and tracking customer orders, increasing customer satisfaction and for eliminating credit risks

(viii) **Sales and Distribution Module** : This module helps for tracking enquiries, order placement, order scheduling, dispatching and invoicing. This module is closely integrated with the e-commerce website of the organization.

(ix) **Quality Management Module** : This module is used for managing the quality of the product. The quality management module fulfills the following functions-Quality planning, Quality inspection and Quality control.

6.7 ERP and Related Technology

6. Explain ERP and related technologies.

Ans. : An ERP system integrates separate business functions material management, product planning, sales, distribution, financial and others - into single applications. Some of the related technologies used along with ERP packages are :

(i) **Product Life Cycle Management (PLM)** : Product Life Cycle Management is the process of managing the entire life cycle of a product. Product life cycle is used for determining the lifespan of a product. The information gathered from product life cycle will help an enterprise to understand the state/ status of a product in the existing market

(ii) **Management Information System (MIS)** : In MIS there are three components those are Management, Information and System. Management is the end user of the data that is decision maker, information is the processed data and system is the integration and holistic view of the enterprise

(iii) **Supply Chain Management (SCM):** The supply chain consists of all the activities associated with moving goods from the supplier to the customer. It begins with collecting raw materials and ends with receiving the goods by the consumer.

(iv) **Customer Relationship Management(CRM)** :CRM is a term applied to processes implemented by a company to handle its contact with its customers. CRM covers methods and technologies used by companies to manage their relationships with clients.

(v) **Decision Support System (DSS)** : Decision Support Systems are interactive, computer-based systems that aid users in judgment and choice activities. It is a computer program application that analyses business data and presents it so that users can make business decisions more easily.

6.8 ERP Solution Providers/ERP Packages

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Answer Briefly : Q. 7 (Page 6-23)

7. List the some ERP Packages and explain importance of ERP package.

Ans. : ERP Packages

- Selection of ERP package is very crucial in the implementation of an ERP system
- If an ERP package is chosen correctly, implemented judiciously and used efficiently, the productivity of the enterprise will be increased
- There are so many ERP vendors in the world. Some of the popular ERP packages are:

(i) Oracle	(ii) SAP
(iii) Odoo	(iv) Bitrix24
(v) Microsoft Dynamic	(vi) Tally

6.10 Benefits of ERP

8. Give any four benefits of ERP

Ans. : Some Benefits of ERP system is as follows :

(i) **Improved resource utilization** : An enterprise can plan and manage its resources effectively by installing ERP software. So the wastage or loss of all types of resources can be reduced, and improved resource utilization can be ensured

(ii) **Better customer satisfaction** : Customer satisfaction means meeting maximum customers' requirements for a product or service. Using an ERP system, a customer will get more attention and service of an enterprise without spending more money and time

(iii) **Increased flexibility** : An ERP system allows organizations to be more flexible so that they can more easily adapt and capitalize on new business opportunities

(iv) **Decision making capability** : Accurate and relevant information given to decision makers will help them to take better decisions for running a system more smoothly. Better decision from an enterprise will help them to go a step ahead of its competitors.

6.11 Limitation in ERP Implementation

Important Note : Questions for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.
Answer Briefly : Q. 9 (Page 6-24)

9. Describe any 2 problem areas in ERP implementation.

Ans. :

(i) **High cost :** The cost of ERP software configuration and implementation is very high. The high price of the package, associated license fees and other charges are the main problems of ERP installation

(ii) **Requirement of additional trained staff :** To run an ERP system, trained and experienced employees are to be appointed in the enterprise. The correct selection of an ERP package alone cannot guarantee the success of an enterprise. In addition the contribution of skilled and trained persons in using ERP system is very important.

10. Explain the future of ERP.

Ans. :

(i) Artificial Intelligence services are impacting every facet of business operations.

(ii) The concept of machine learning is going to revolutionize ERP. It will help businesses to achieve high levels of automation.

(iii) Embedded business intelligence, analytics and data management features built into ERP will be the next future ERP.

(iv) There will be more ERP transactions triggered by sensors and external systems or devices.

Self Assessment

Time : 1 Hour **Marks: - 40**

I. Fill in the blanks (05)

1. An _____ is a group of people and other resource working together for a common goal.
2. The _____ system helps the management in making the planning process more productive and efficient.
3. _____ module is the core of many ERP software packages.
4. _____ module is used for managing the quality of the product.
5. _____ is originally known for its database system rather than its ERP system.

II. True or False (05)

1. Quality Management module is used for managing supply of the product.
2. Product Life Cycle is used for determining the lifespan of a product.
3. CRM has the capability to generate reports as and when the user demands it.
4. Odoo is an open source ERP tool.
5. Customer satisfaction means, meeting minimum customers requirements for a product or services.

III. MCQ one correct alternative. (05)

1. _____ helps managers to improve future performance
   (a) Planning (b) HR module
   (c) Resource (d) Marketing
2. _____ module is used for monitoring and tracking enquires.
   (a) Sales (b) Marketing
   (c) Purchasing (d) MIS
3. _____ management is the process of managing the entire life cycle of a product.
   (a) Product Life Cycle (b) Sales
   (c) Quality management module (d) CRM
4. The _____ chain consists of all the activities associated with moving goods from the supplier to the customer.
   a) Marketing b) Deliver c) Supply d) Customer
5. _____ system helps the management in making the planning process more efficient.
   (a) Producing (b) Managing (c) Marketing (d) ERP

IV. MCQ two correct alternative. (06)

1. Functional units of ERP are _____.
   (a) HR Module (b) Marketing Module
   (c) Display Module (d) CRM
2. Popular ERP packages are_____.
   (a) Balance Sheet (b) Trial Balance (c) Tally (d) Oracle
3. CRM covers _____ and _____ used by companies to manage their relationship with clients.
   (a) Logics (b) methods (c) technologies (d) Groups

V. MCQ three correct alternative. (06)

1. Components in MIS are_____.
   (a) Masters (b) Management (c) Processing
   (d) modify (e) Information (f) System
2. Benefits of ERP are _____.
   (a) Better customer satisfaction (b) Decision making capacity
   (c) Information integrity (d) High cost
   (e) Security control (f) Operational issues

6. **Match the Following** (03)

A	B
1. MIS	(a) ERP technology
2. Tally ERP	(b) ERP Package
3. Odoo	(c) Benefits of ERP
4. Information integrity	(d) Interactive, computer based system
5. Trained Staff	(e) Problem in ERP implementation
6. DSS	(f) Indian Software Company

7. **Answer the following :** (10)

a) What is Enterprise ? **(Refer Page No 6.20 Q.1)**

b) What is Planning ? **(Refer Page No 6.21 Q.3)**

c) Short note on MIS. **(Refer Page No 6.22 Q.6)**

d) Explain Decision Support System. **(Refer Page No 6.22 Q.6)**

e) Explain benefits of ERP. **(Refer Page No 6.23 Q.8)**

Answer of Questions

1. **Fill in the blanks**

1) enterprise 2) Enterprise Resource Planning

3) Financial 4) Quality Management 5) Oracle

2. **True or False**

1) False 2) True 3) False

4) True 5) False

3. **MCQ one correct alternative**

1) D 2) B 3) A 4) C 5) D

4. **MCQ two correct alternative**

1) (a, b) 2) (c, d) 3) (b, c)

5. **MCQ three correct alternative .**

1) (b, e, f) 2) (a, b, c)

6. **Match the Following**

1. - (a), 2. - (f), 3. - (b), 4 - (c) 5 - (e) 6 - (d)

□□□

TPS INFORMATION TECHNOLOGY

Price : ₹ 60/-

PRACTICAL HANDBOOK SOP

SKILL ORIENTED PRACTICALS

Note :-

Students should file minimum 12 Skill Sets from the SOP's as follows

- Advanced Web Designing - Any 05
- Digital Marketing - Any 02
- Computerised Accounting with GST - Any 03
- Database concepts using LibreOffice Base - Any 02

Important Note : Proposed Units for Self Learning/Non-evaluation for the academic year 2020-21 only under COVID-19 situation.

Skilled Oriented Practical (SOP)		
Chp. No	Chapter Name	Unit for Self Learning/ Non-evaluative
2	Digital Marketing	SOP 4
3	Computerised Accounting with GST	SOP 4
5	Database concept Using Libre Office Base	SOP 3

The minimum Criteria to conduct number of Practical's for the academic year 2020-2021 only under COVID-19 situation.

Advanced Web Designing - ANY 3

Digital Marketing - ANY 2

Computerised Accounting with GST - ANY 1

Database concept Using Libre Office Base - ANY 1

The students should perform minimum 7 practicals as specified above.

1. Advanced Web Designing

➤ **SOP 1 : Creation of website using HTML5**

Create a website using HTML5 and CSS using any 4 CSS properties. Write a code for 2 separate pages having different file names such as first page as Index. html and second page as page2.html. Use any theme such as college profile or company profile etc. Every page must contain proper Meta information and design web page as follows :

1) The index page must contain a heading which is highest among other text on pages and must be at centre of the page. There must be a paragraph which introduces general information about the theme chosen must have at least 3 physical style tags and one image with alternate text. This page must be connected to other two pages with proper navigational links.

2) The 2nd page must contain the feedback or enrolment form related with theme chosen with features of HTML5. The form must contain text element and email address of the company or person. Include the submit button.

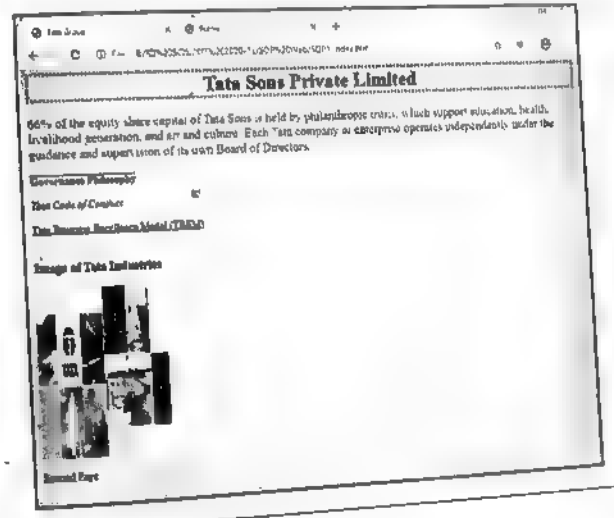
Coding :

```
index.html
<!DOCTYPE html>
<html>
<head>
<title>
Tata Group
</title>
<meta charset="utf-8">
<meta name="author" content="Physical Tags">
<style>
h1{border-style:dotted}
p{color:red;font-size:15pt}
body{background-color:pink}
b{text-decoration:overline}
u{text-align.right}
</style>
</head>
<body>
<h1 align="center">Tata Sons Private Limited</h1>
<p>
```



```
66% of the equity share capital of Tata Sons is held by philanthropic trusts, which support
education, health, livelihood generation, and art and culture. Each Tata company or
enterprise operates independently under the guidance and supervision of its own Board
of Directors.
</p>
<b>Governance Philosophy</b><br><br>
<i>Tata Code of Conduct</i><br><br>
<u>Tata Business Excellence Model (TBEM)</u><br><br>
<h3>Image of Tata Industries</h3>
<img src="E:\XII COM IT 2020-21\images\tata.jpg" width="200" height="250" alt="Tata
Industries">
<br><br>
<a href="E:\XII COM IT 2020-21\SOP Web\SOP1\second.html">Second Page</a>
</body>
</html>
```

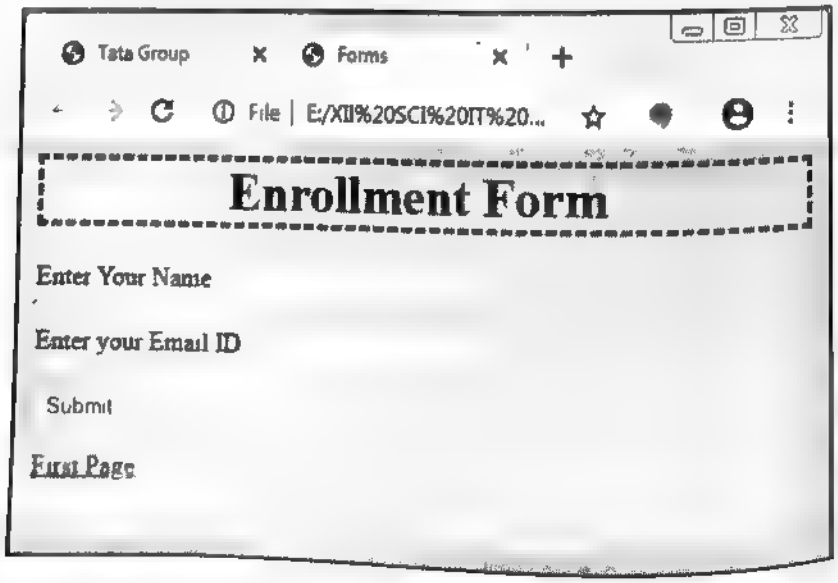
Output :




```
second.html
<!DOCTYPE html>
<html>
<head>
<title>
Forms
```

```
</title>
<meta charset="utf-8">
<meta name="author" content="Form">
<style>
h1{border-style:dashed}
body{background-color:aqua}
</style>
</head>
<body>
<h1 align="center">Enrollment Form</h1>
<form name="f1">
Enter Your Name
<input type="text" name="t1" required>
<br><br>
Enter your Email ID
<input type="email" name="emailid"><br><br>
<input type="submit" name="submitbtn" value="Submit">
</form>
<a href="E:\XII COM IT 2020-21\SOP Web\SOP1\index.html">First Page</a>
</body>
</html>
```

Output :



➢ SOP 2 : Create a webpage using HTML and CSS code to design a web page as the layout displayed below.

The top section will display the heading , 'Tourist places' in header. The section on the left has list of cities. The right hand side displays tourist places of any one of the city .

Use Inline style sheet in the top section to display background color for the text 'Tourist places'. Use internal stylesheet for the left and right section with background color and font styles.

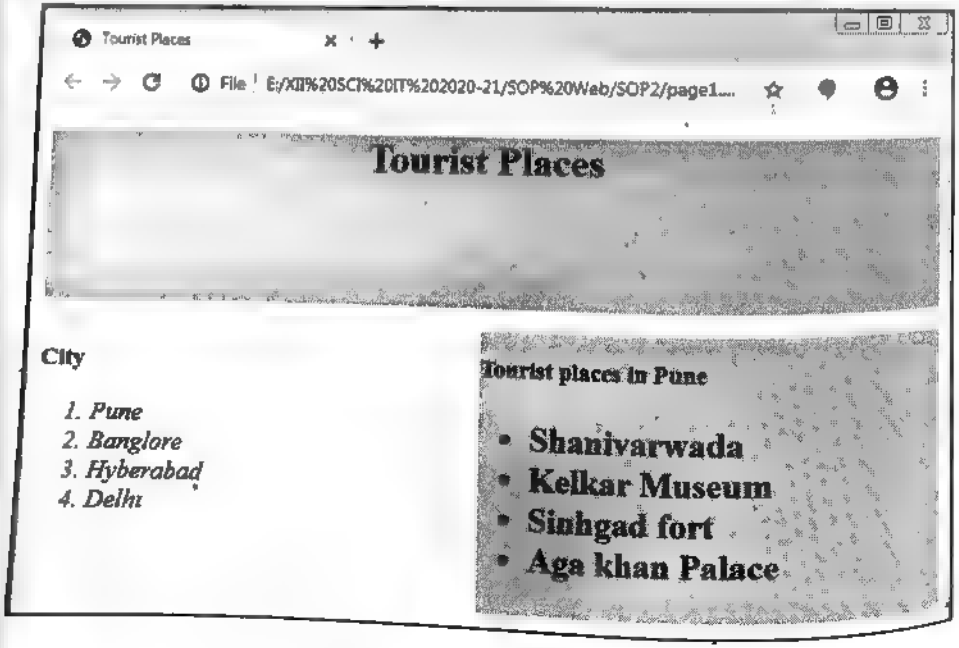
Tourist places	
City	Tourist places in Pune
1. Pune	• Shanivarwada
2. Banglore	• Kelkar Museum
3. Hyderabad	• Sinhgad fort
4. Delhi	

Coding :

```
page1.html
<!DOCTYPE html>
<html>
<head>
<title>
Tourist Places
</title>
<style>
section{background-color:pink;width:50%;height:50%;float:right}
aside{width:50%;float:left}
ol{font-style:italic;font-size:15pt}
ul{font-weight:bold;font-size:20pt}
</style>
</head>
<body>
<header style="background-color:skyblue;height:100pt">
<h1 align="center">Tourist Places</h1>
</header>
<br>
<aside>
<h3>City</h3>
```

```
<ol>
<li>Pune</li>
<li>Banglore</li>
<li>Hyberabad</li>
<li>Delhi</li>
</ol>
</aside>
<section>
<h3>Tourist places in Pune</h3>
<ul>
<li>Shanivarwada</li>
<li>Kelkar Museum</li>
<li>Sinhgad fort</li>
<li>Aga khan Palace</li>
</ul>
</section>
</body>
</html>
```

Output :



➢ SOP 3 : Create a website using HTML and CSS code to design webpages as follows :

The first webpage will accept the name of the traveller, date of travel , telephone number . It also has submit button as an image .

The second webpage has information about the name of transporter, time , seat no and destination displayed one below the other in the form of unordered list as

Name of transporter – Air Asia Time - 09:30 am

Seat no – B39 Destination - Delhi

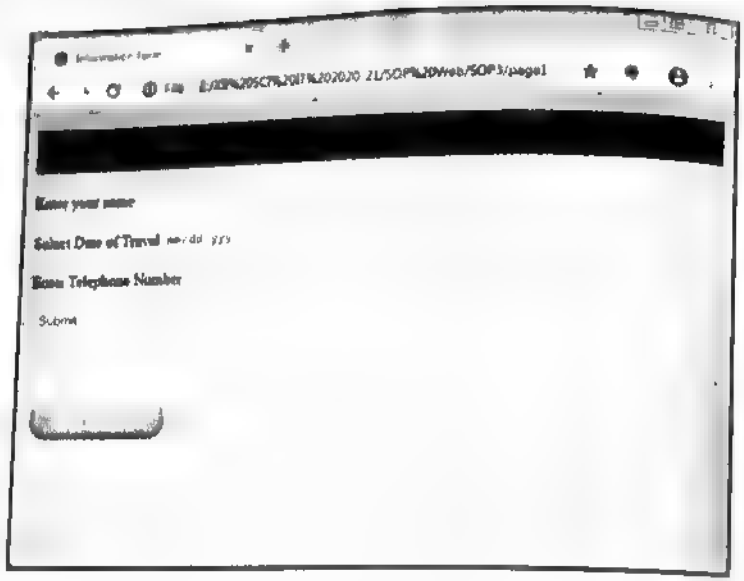
Both pages should be interlinked. Create external stylesheet with relevant tags.

Coding :

page1.html

```
<!DOCTYPE html>
<html>
<head>
<title>
Information Form
</title>
<link rel="stylesheet" type="text/css" href="external.css">
</head>
<body>
<h1 align="center">Traveller Infomation form</h1>
<form name="f1">
Enter your name
<input type="text" name="name" auotcomplete><br><br>
Select Date of Travel
<input type="date" name="trvdate"><br><br>
Enter Telephone Number
<input type="tel" name="phone" placeholder="123-456-
7890"pattern="[0-9]{3}-[0-9] {3} [0-9]{4}" required><br><br>
<input type="submit" name="submit" value="Submit">
</form>
<br><br>
<a href="E:\XII COM IT 2020-21\SOP Web\SOP3\page2.html">
<img src="E:\XII COM IT 2020-21\images\submit.jpg" width="150"></a>
</body>
</html>
```

Output :

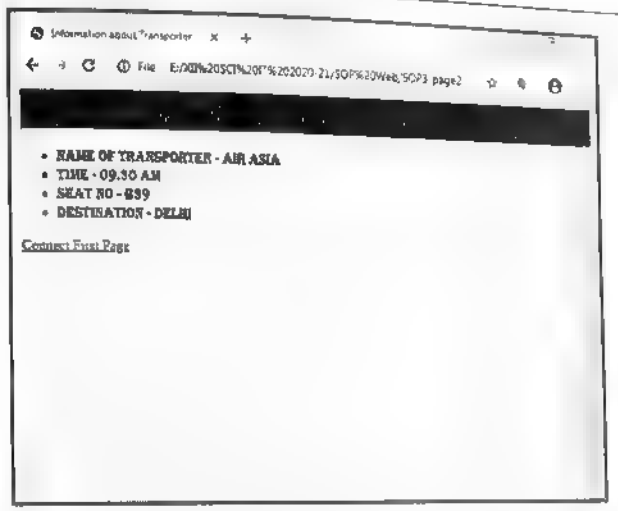



```
page2.html
<html>
<head>
<title>
Information about Transporter
</title>
<link rel="stylesheet" type="text/css" href="external.css">
</head>
<body>
<h1 align="center">Information about Transporter</h1>
<ul>
<li> Name of Transporter - Air Asia</li>
<li>Time - 09.30 am</li>
<li>Seat no - B39</li>
<li>Destination - Delhi</li>
</ul>
<a href="E:\XII COM IT 2020-21\SOP Web\SOP3\page1.html">Connect First Page</a>
</body>
</html>
```



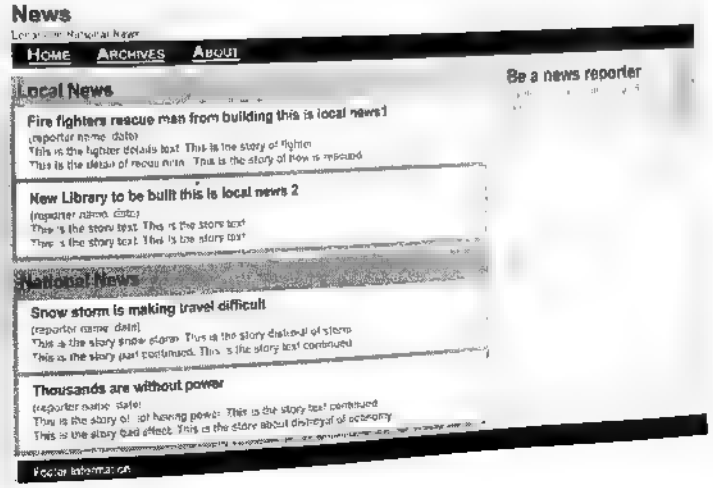
```
external.css
h1{background-color:green;border-style:double}
body{background-color:lightgreen}
ul{font-family:Algerian}
```

Output :



➤ SOP 4 : Creation of website using HTML5 and CSS.

Create a webpage as given layout use <nav>,<header>,<footer>,<aside>, <article> with CSS.



Coding :

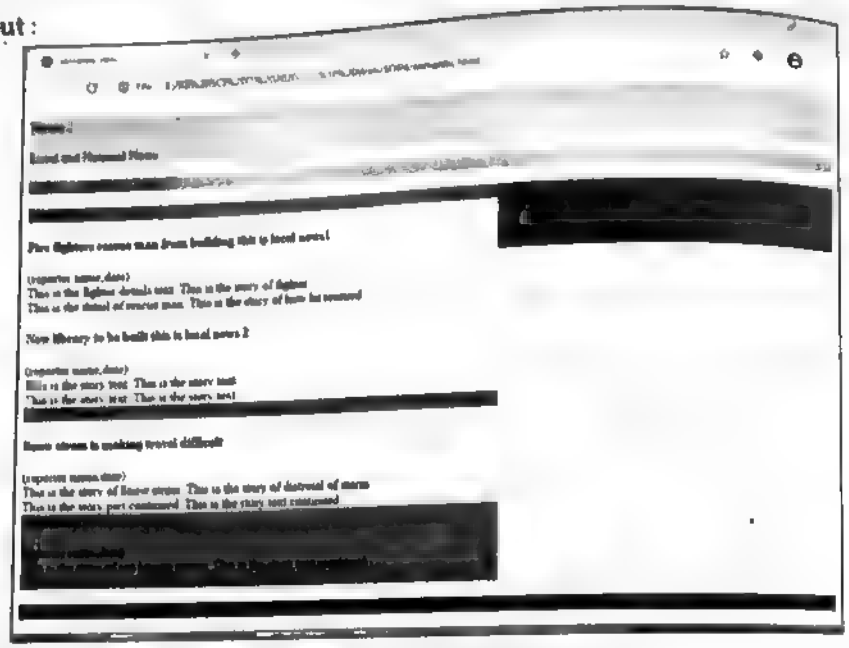
Semantic.html

```
<!DOCTYPE html>
<html>
<head>
<style>
header{background-color:pink;width:100%;height:20%}
nav{background-color:skyblue;width:100%;height:20%}
aside{background-color:grey;width:40%;float:right}
section{background-color:lightyellow; width:60%;height:10%;float:left}
article{background-color:violet;width: 60%;height:40%}
footer{background-color:blue;width:100%;height:30%}
</style>
</head>
<body>
<header>
<h3>News</h3>
Local and National News
</header>
<br>
<nav>
<a href="http://www.home.in">HOME</a>
<a href="http://www.archives.in">ARCHIVES</a>
<a href="http://www.about.in">ABOUT</a>
<br>
</nav>
<br>
<aside>
<h3>Be a News Reporter</h3>
If you see news happening - Send us a text.</aside>
<article>Local News</article>
<section>
```



```
<h4>Fire fighters rescue man from building this is local news1</h4>
(reporter name,date)<br>
This is the fighter details text. This is the story of fighter<br>
This is the detail of rescue man. This is the story of how he rescued<br>
</section>
<br>
<section>
<h4>New library to be built this is local news 2</h4>
(reporter name,date)<br>
This is the story text. This is the story text.<br>
This is the story text. This is the story text.<br>
</section>
<br>
<article><b>National News</b></article>
<section>
<h4>Snow strom is making travel difficult</h4>
(reporter name,date)<br>
This is the story of Snow strom. This is the story of distroial of storm<br>
This is the story part continued. This is the story text continued<br>
</section>
<article>
<h4>Thousands are without power</h4>
(reporter name,date)<br>
This is the story of not having power. This is the story text continued<br>
This is the story bad effect. This is the story about dsitroyal of economy<br>
</article>
<br>
<footer>Footer Information</footer>
</body>
</html>
```

Output :



➤ SOP 5 : Use of Audio on web pages using HTML5.

Create a webpage named audio.html to set an audio file in web page with controls such that it uses HTML5 elements. The audio file must play as soon as the webpage loads in browser and it will start over again, every time when it is completed.

Create another webpage named audio1.html which provides multiple source file formats for the same audio file that plays a sound automatically with controls. The browser should display the message with appropriate attribute, when audio file is not supported by browser. The code must incorporate the list of sound files formats (like wav, MP3 or ogg etc).

Coding :

audio.html

```
<!DOCTYPE html>
<html>
<head>
<title>Single Audio with controls</title>
</head>
<body>
<h1 align="center">Audio with controls</h1>
```



```
<audio controls autoplay loop="-1">
<source src="C:\Users\Public\Music\Sample Music\Kalimba mp3"
type="audio/mpeg">
</audio>
</body>
</html>
```

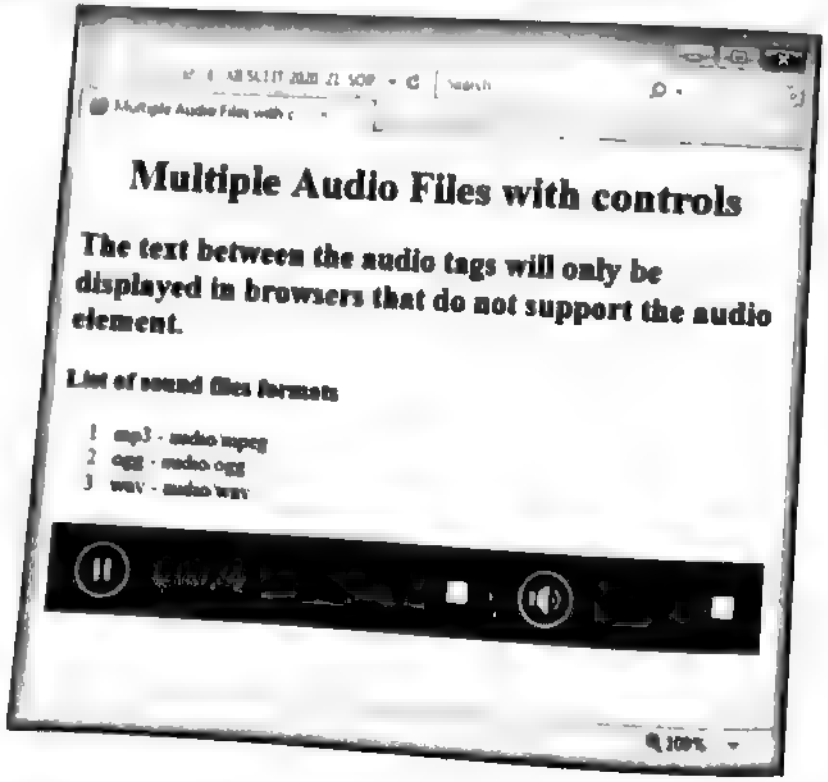
Output :

Audio1.html

```
<!DOCTYPE html>
<html>
<head>
<title>
Multiple Audio Files with controls</title>
</head>
<body>
<h1 align="center">Multiple Audio Files with controls</h1>
<h2>
The text between the audio tags will only be displayed in browsers that do not support
the audio element.</h2>
```

```
<h3>List of sound files formats</h3>
<ol>
<li>mp3 - audio/mpeg</li>
<li>ogg - audio/ogg</li>
<li>wav - audio/wav</li>
</ol>
<audio controls autoplay>
<source src="E:\XII COM IT 2020-21\sound\test.wav" type="audio/wav">
<source src="E:\XII COM IT 2020-21\sound\test.mp3" type="audio/mp3">
<source src="E:\XII COM IT 2020-21\sound\test.ogg" type="audio/ogg">
Your browser does not support the audio element.
</audio>
</body>
</html>
```

Output :



SOP 6 : Use of video on web pages using html5

Create a webpage named video.HTML to display a video file on web page and plays automatically with controls. The dimension of video area should be 150 * 150 pixels.

Create another webpage which provide multiple source file formats for the same video file that plays a video automatically with controls The dimension of video area should be 100*100 pixels. The browser should display the message with appropriate attribute when video file is not supported by browser The code must incorporate the list of video files formats (like webM, MP4 or ogg etc).

Coding :

Video.html

```
<!DOCTYPE html>
<html>
<head>
<title>
Single Video File on Web Page with controls
</title>
</head>
<body>
<h1 align="center">Single Video File on Web Page with controls</h1>
<video src="C:\Users\Public\Videos\Sample Videos\shuttle.mp4" controls width="150"
height="150" loop="-1" autoplay>
</video>
</body>
</html>
```

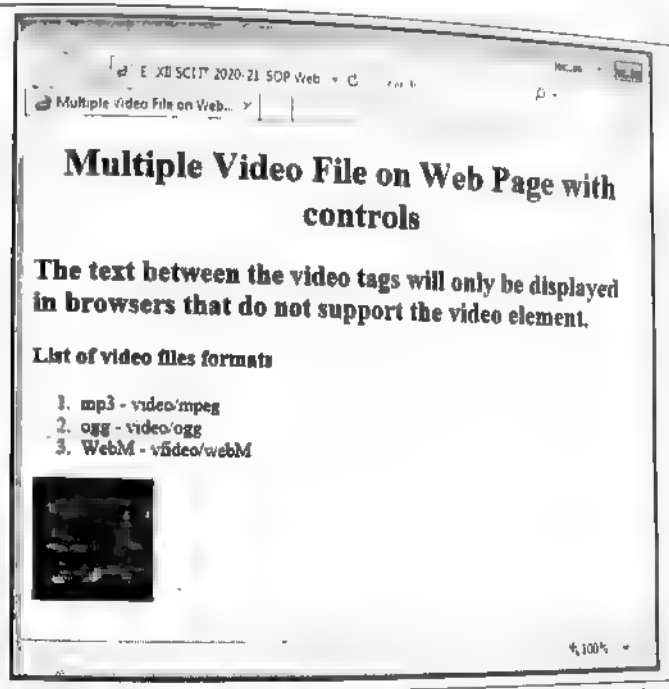
Output :

```
video1.html
<!DOCTYPE html>
<html>
<head>
<title>
Multiple Video File on Web Page with controls
</title>
</head>
<body>
<h1 align="center">
Multiple Video File on Web Page with controls
</h1>
<h2>
The text between the video tags will only be displayed in browsers that do not support the video element.</h2>
<h3>List of video files formats</h3>
<ol>
<li>mp3 - video/mpeg</li>
```



```
<li>ogg - video/ogg</li>
<li>WebM - vfideo/webM</li>
</ol>
<video controls width="100" height="100"  autoplay>
<source src="E:\XII COM IT 2020-21\video\movie.mp4" type="video/mp4 >
<source src="E:\XII COM IT 2020-21\video\movie.webm" type="video/webm >
<source src="E:\XII COM IT 2020-21\video\movie.ogg" type="video/ogg">
</video>
</body>
</html>
```

Output :



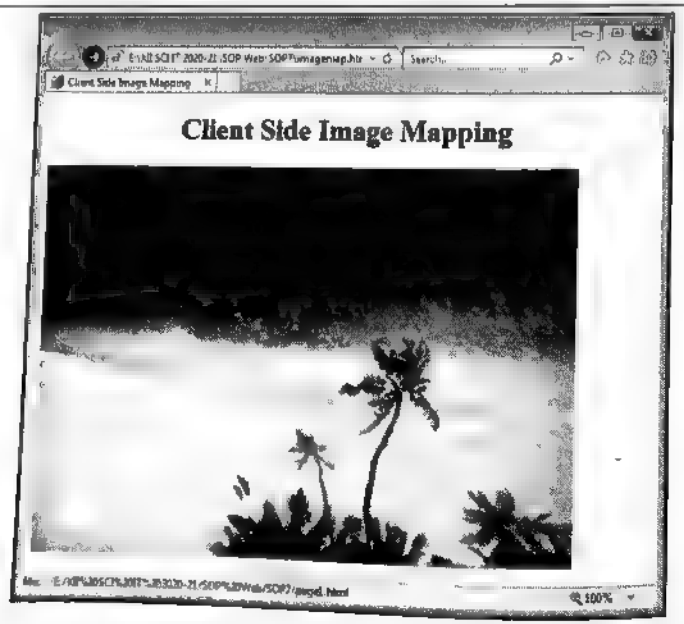
➢ SOP 7 : Navigation on an image using Client side image Mapping in web page using html 5.

Create a webpage named imagemap. html with an inserted image having jpeg, png or gif extension. Create 3 different shapes (like rectangle, circle and polygon) which do not overlap. Note the co-ordinates making use of Ms-Paint/GIMP/IrfanView/Pinta. Each shape should be mapped or navigate with a different URL that should navigate to a local webpage.

Coding :

```
imagemap.html
<!DOCTYPE html>
<html>
<head>
<title>
Client Side Image Mapping
</title>
</head>
<body>
<h1 align="center">Client Side Image Mapping</h1>
<img src="E:\XII COM IT 2020-21\images\beach1.jpg" width="600"
usemap="#imagemap">
<map name="imagemap">
<area shape="rect" coords="44,29,244,81" href="E:\XII COM IT 2020-21\SOP
Web\SOP7\page1.html" alt="Page1.html">
<area shape="circ" coords="380,271,60" href="E:\XII COM IT 2020-21\SOP
Web\SOP7\page2.html" alt="Page2.html">
<area shape="poly" coords="162,279,81,373,191,431,168,368,245,388" href="E:\XII COM IT
2020-21\SOP Web\SOP7\page3.html" alt="Page3.html">
</map>
</body>
</html>
```

Output :



2. Digital Marketing

➢ **SOP 1 : With the help of SEO tool which is freely available optimize the website and write down the following findings. Ask the teacher/examiner to provide URL of the website to be optimized.**

1) Name of the website you are optimizing.

Ans. : snehasadan.org

2) Whether the site has Title Tag?

Ans. : YES

3) Whether the site has Header Tags? If yes, which tags are there?

Ans. : YES

Header Tag	Frequency
H1	0
H2	5
H3	6
H4	10
H5	2
H6	0

4) Whether the Images used has Alt Attributes?

Ans. : **No**

5) What is the comment about usability?

Ans. :

➤ **SOP 2 . Assume that you are appointed as a Digital Marketing Expert for company name as XYZ Marketing Private Ltd. They have a website hosted on web server. Suggest your client changes needed in the website to improve the speed of website and also make him aware about following?**

Name of the website valiacoe.com

1) Total numbers of recommended improvements are?

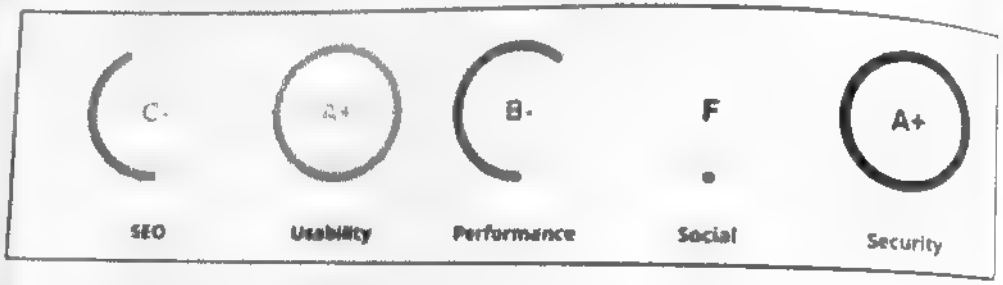
Ans. : 15

2) Mention grades given for the following points

Ans. :

(i) SEO : C- (ii) Usability : A+

(iii) Performance : B- (iv) Security : A+



3) Check for broken links and images.

Ans. : Not present

4) Whether the website has links with the social media? If yes ,Give name of the social media.

Ans. : Yes. LinkedIn, tweeter, instagram

➤ **SOP 3 : By using the Audit tool available on https://varvy.com/ optimize the website given by the teacher/examiner and write down the following findings.**

1) What is the name of the Website ?

Ans. : skeduservices.in

2) Whether all CSS and javascript files seem visible to Googlebot?

Ans. : No

3) Whether the webpage seems to display well on mobile devices?

Ans. : Yes

4) Check whether the webpage is secured with HTTPS?

Ans. : No

5) Check whether the website has robot.txt file or not.

Ans. : No

➤ **SOP 4 : With the help of SEO tool which is freely available (e.g. https://www.seoptimer.com/) optimize that website and write down the following findings. (URL of the website is being provided by the examiner /teacher.)**

1) Write the name of the website you are optimizing

Ans. : sandeepkamble.in

2) Check for broken links and images.

Ans. : Not Present

3) Check and review back links are present or not

Ans. : Not Present

4) Whether the website flagged as safe by popular malware scanners? Name any two malware scanners.

Ans. : No

5) Check the following list and say Yes or No

(i) Mobile Viewports used?

Ans. : No

(ii) iframes used?

Ans. : Yes

(iii) Legible Font Sizes used?

Ans. : Yes

(iv) Tap Target Sizing on a touchscreen?

Ans. : Yes

Note : You can use any Search Engine Optimization Tool which is freely available over the internet, such as https://www.seoptimer.com, https://www.woorank.com https://varvy.com, https://seositecheckup.com etc.

3. Computerised Accounting with GST

Note : (i) You can use any Accounting Software (open source/ free version or proper license version).

(ii) Every software will have different navigational menus.

(iii) We are using Tally.ERP 9 for all the examples.

▸ **SOP 1 : Mr. Ravindrakumar started business by the name M/s Bitwise Trading Company in the year 2019.**

COMPANY DETAILS

Company Name:	M/s Bitwise Trading Company
Address:	102 M.G. Road, Bhavana Nagar, Latur - 413512
State.	Maharashtra
Website:	www.bitwisetrading.com
E-mail Id:	info@bitwise.com
Maintain:	Account with Inventory Financial Year From : 01-04-2019

Books Begin From : 01-04-2019

With the help of any open source or free education version accounting software pass the following transactions in appropriate vouchers to display and print various reports such as Trial Balance, Profit & Loss A/c, Balance Sheet and Day Book.

Date	Particulars	Amount (Rs)
01/04/2019	Mr. Ravindrakumar started business with cash	5,00,000
01/04/2019	Purchased goods from Sharada Steel works on credit	20,000
02/05/2019	Paid salary to staff	5,000
01/06/2019	Cash deposited into Bank of India	50,000
02/06/2019	Sold goods to Rakesh Enterprises on cash	25,500
02/07/2019	Purchased Machinery	10,000
02/12/2019	Received Interest on cash deposited in Bank of India	2,000

Solution :

Step I : Company Creation

Company Info -> Create Company

(i) Create a new company in the name of M/s Bitwise Trading Company with the given details, financial year begins on 1/04/2019.

(ii) After creation of a company, it is necessary to set up features. The features are set of capabilities, provided as options that enable maintenance of financial records as per the requirements of the users. Go to Features -> Company Features -> Accounting Features-> Maintain Accounts with Inventory -> Type Yes

Step II : Creation Of Ledger

To record any transaction, the transaction has to be identified with the related Ledger Accounts. Two ledgers are created by tally i.e. Cash and Profit & Loss A/c. The user has to create various other ledgers based on their requirements.

To create given Ledgers ->

Masters --> Account Info --> Ledgers-->Single Ledger --> Create

While creating a ledger, name of the ledger along with appropriate group should be selected from the list of groups.

Ledger	Under Group
Capital A/c	Capital Account
Bank of India A/c	Bank Account
Salary A/c	Indirect Expenses
Purchase A/c	Purchase Accounts
Sharada Steel Works A/c	Sundry Creditors
Sales A/c	Sales Accounts
Machinery A/c	Fixed Asset
Interest Received A/c	Indirect Income

To view the list of created ledger :Accounts Info -> Ledger -> Single Ledger -> Display

Step III : Voucher Entries

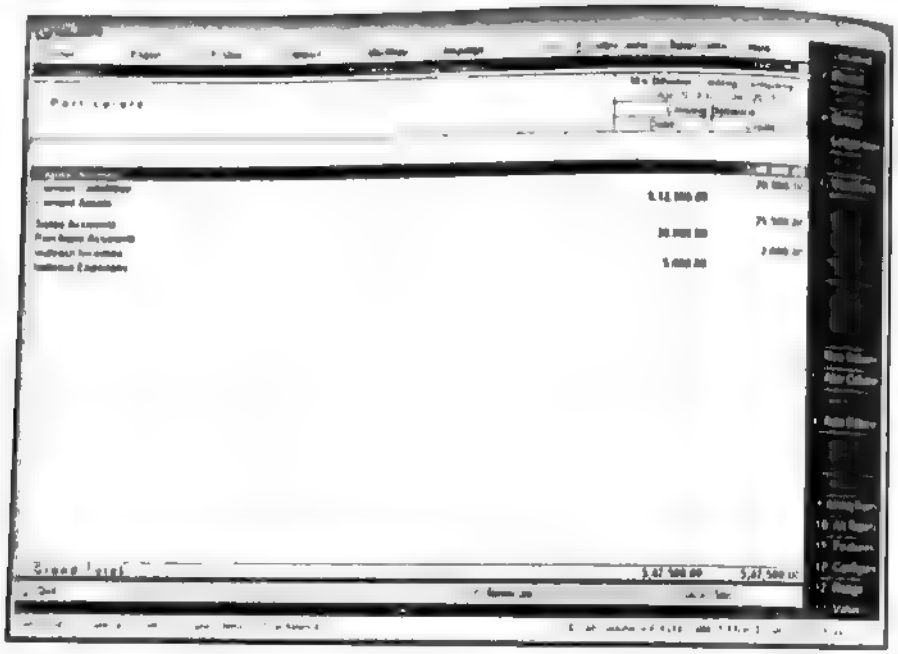
All Accounting Software has a set of predefined vouchers such as Purchase, Sales Payment, Receipt, Journal and Contra. To pass voucher entries from Gateway of Tally -> Transactions -> Accounting vouchers -> Select appropriate voucher and pass all the entries.

Analysis of Transactions

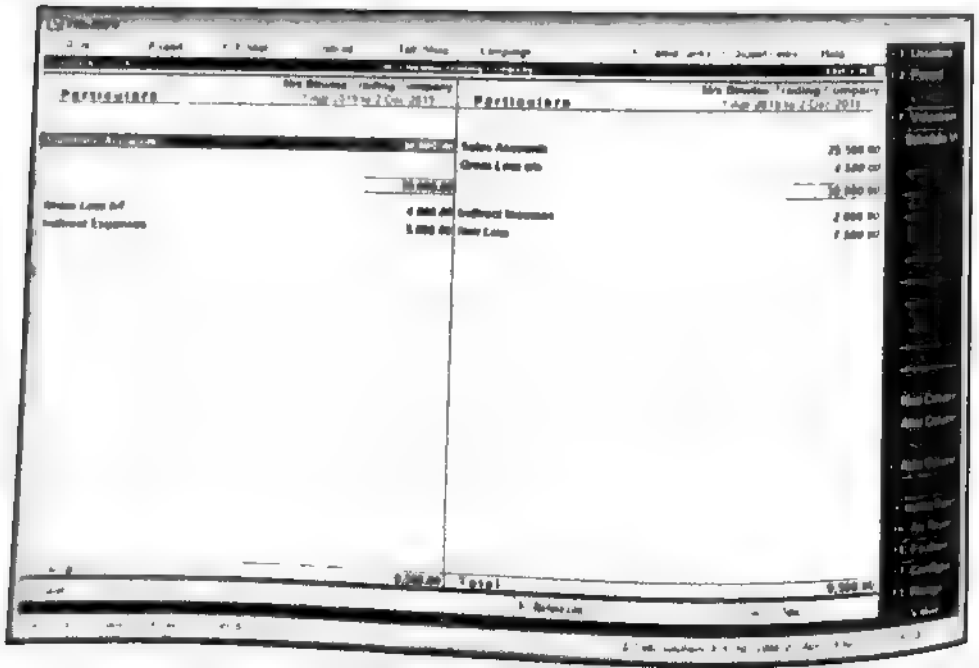
Date 2019	Voucher Type	Particular	Debit Amt.	Credit Amt.
1 April	Receipt F6	Dr. Cash Cr. Capital A/c	5,00,000	5,00,000
1 April	Purchases F9	Dr. Purchases A/c Cr. Sharada steel Works A/c	20,000	20,000
2 May	Payment F5	Dr. Salary A/c Cr. Bank of India A/c	5,000	5,000
1 June	Contra F4	Dr. Bank of India A/c Cr. Cash A/c	50,000	50,000
2 June	Sales F8	Dr. Cash A/c Cr. Sales A/c	25,500	25,500
2 July	Purchases F9	Dr. Machinery A/c Cr. Cash A/c	10,000	10,000
2 Dec	Receipt F6	Dr. Bank of India A/c Cr. Interest Received A/c	2,000	2,000

Step IV : To view various Reports

(i) To view Trial Balance -> Display -> Trial Balance

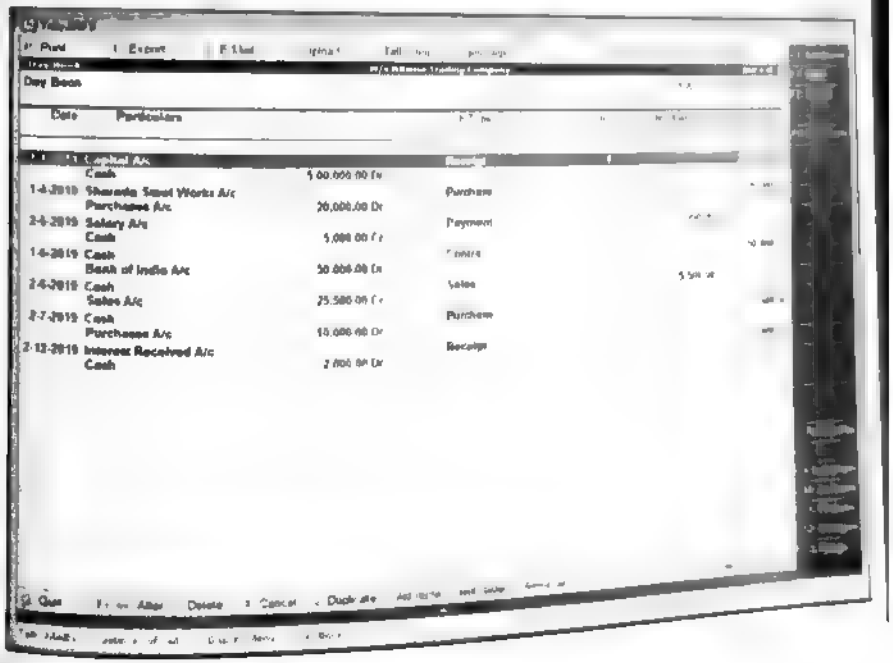


(ii) To view Profit and Loss A/c -> Reports -> Profit & Loss A/c



(iii) To view Balance Sheet -> Reports -> Balance Sheet

(iv) To view Day Book -> Display -> Day Book -> Detailed (Alt + F1)



➤ **SOP 2 : With the help of any open source or free education version accounting software create a company using following details :**

Company Name : M/s Bags and Baggage Traders
Company Address :J. M. Ratna Road, Near Maruti Mandir, Ratnagiri, Maharashtra Pin Code 415612
Website : www.bagsandbaggagetraders.com
Email id : contact_us@ bagsandbaggagetraders.com
GSTIN : 27STUVW1234C2Z1
Books Beginning : 01/04/2019

Enter the following transactions in appropriate vouchers using by applying GST. Print GST computation Report and Tax Invoice

1) On 01/08/2019 purchased 150 pieces of Leather Handbags @ Rs.2500 per piece, with GST 28% from Genuine Leather Bags, Sai Baba Nagar, D.P.Road, Navi Mumbai, Maharashtra, Pin code 400039 with GSTIN 27LMNOP5678V2Z2.
2) On 02/09/2019 Sold 80 pieces of them @Rs.3500 per piece, GST 28%, to M/s Shoppers Stock ,Pari Industrial Estate, Chiplun, Maharashtra, Pin code 415605 with GSTIN 27JKLMN4321C1Z2

Print GSTR-2 and Sales Tax Invoice

Solution : The above transactions clearly indicate that the purchase and sale both are within Maharashtra State.

Therefore 28% GST is applicable as 14% SGST and 14% CGST

Step 1 : Create new company

(i) Create a new company in the name of M/s Bags and Baggage Traders with the given address and pin code, financial year begins on 1/04/2019.

(ii) Enable GST features by selecting -> Features (F11) -> Statutory and Taxation -> Enable Goods and Service Tax(GST) -> yes Set/alter GST details -> Yes.
Type State -> Maharashtra, GSTIN ->27 STUVW1234C2Z1

Step 2 : Create the following Ledger Accounts

Accounts Info -> Ledger -> Single -> Create

Ledger	Group	Details to be filled
Purchases Leather Handbags A/c	Purchases Accounts	Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of transaction – 'Purchase Taxable', (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply – 'Goods')
After Set/Alter GST Details – 'Yes', GST Details Screen will appear select Nature of transaction – 'Purchase Taxable' GST Details-> Nature of Transaction->Purchase Taxable Show all GST tax types -> Yes		

Tax type - Integrated Tax - 28%; then Central Tax and State Tax will automatically reflect as '14%' and '14%' respectively. Cess 0% and then press Enter Key		
Ledger	Group	Details to be filled
Sales Leather Handbags A/c	Sales Account	Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes' Nature of transaction – 'Sales Taxable' (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply – 'Goods'
Same Steps to be followed for creating Sales CCTV Ledger A/c		
SGST A/c	Duties and Taxes	Type of Duty/Tax - 'GST', Tax Type – 'State Tax', Percentage of Calculation – '0%'.
CGST A/c	Duties and Taxes	(Type of Duty/Tax - 'GST', Tax Type – 'Central Tax', Percentage of Calculation – '0%'
M/s Shoppers stock A/c	Sundry Debtors	Fill the details with PIN code
Genuine Leather A/c	Sundry Creditors	Fill the details with PIN code

Step 3 : Create Inventory details

(a) Create Units of Measure – Unit/UT.
(b) Create Stock groups or Category as 'Bags'.
(c) Create Stock Item/Product as 'Leather Handbags' with GST rate 28%.

Note : GST rates applicable for each commodity are given at the time of creation of stock items/products. For the creation of inventory items/products, following are the steps :

Step 3.1 : Create Unit of Measure: Inventory/Inventory Info -> Unit of Measure/ Measurement -> Give unit name/symbol as UT -> Formal Name/description as Units ->Select applicable Unit Quantity Code (UQC) from the pop up list(optional). -> Accept/Save the details.

Step 3.2 : Create Stock groups or Category: Inventory/Inventory Info -> Stock groups or Category as Camera -> Accept/Save the details without changing any field.

Step 3.3 : Create Stock Items/Product: Inventory /Inventory Info>Stock Items/ Product -> Type the name of the item/product CCTV -> Select the Under Group/Category as Camera -> Select Unit of Measurement/ Measure as UT -> Set / Alter GST Details : Yes (then give all the GST details for that Stock Item like HSN, Taxability, IGST %, CGST%, SGST%, etc.)Type of supply – 'Goods Accept/Save the details.

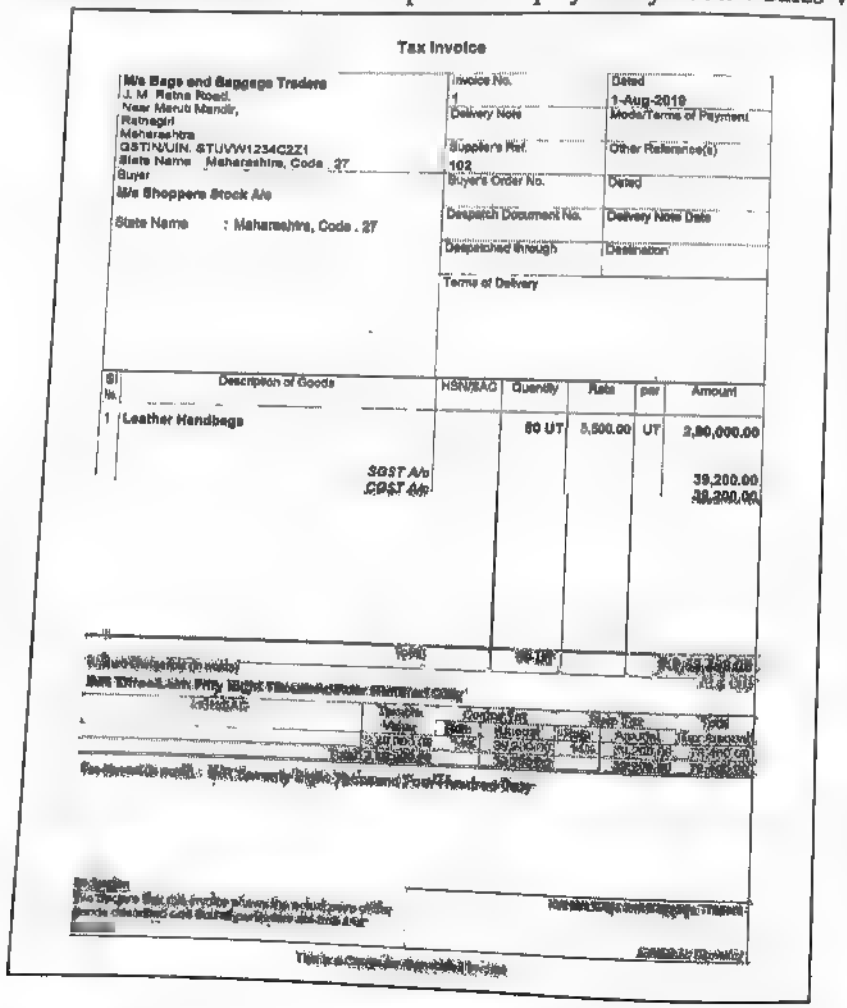
Step 4 : Create Purchase and Sales Vouchers

1) **Purchase Voucher** : Accounting Vouchers -> (Purchase Voucher) -> Type Voucher Date as 1/08/2019 -> Supplier Invoice No. -> Party's name field : -> Enter Genuine Leather Bags > Purchase Ledger field -> Select Purchase Leather Handbags A/c > Select Name of the item/product as Leather Handbags ->Enter Quantity as 150 and Rate Rs.2500 -> Select 'SGST' -> Select 'CGST' -> Save/Accept.

2) **Sales Voucher** : Accounting Vouchers -> Select Sales Voucher -> Enter Voucher Date> Party's name field : M/s Shoppers Stock -> Sales Ledger field – Select Sales Leather Handbags -> Select Name of the item/product as Leather Handbags -> Enter Quantity 80 units and Rate Rs.3500 -> Select 'SGST' -> Select 'CGST' -> Save/Accept

Step 5 : Display Reports

1) Tax Invoice i.e. Sales Invoice – Reports ->Display ->Day Book ->Sales Voucher



Tax Invoice

M/s Bags and Baggage Traders J. M Ratna Road, Near Maruti Mandir, Ratnagiri Maharashtra GSTIN/UIN. 6TUVW1234C2Z1 State Name Maharashtra, Code : 27 Buyer M/s Shoppers Stock A/c State Name : Maharashtra, Code : 27	Invoice No. 1	Dated 1-Aug-2019
	Delivery Note	Mode/Terms of Payment
	Supplier's Ref. 102	Other Reference(s)
	Buyer's Order No.	Dated
	Despatch Document No.	Delivery Note Date
	Despatched through	Destination
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	Quantity	Rate	per	Amount
1	Leather Handbags		80 UT	3,500.00	UT	2,80,000.00
	SGST A/c					39,200.00
	CGST A/c					39,200.00

For Purchase Order – Reports ->Display ->Day Book ->Purchase Voucher

2) **GST Reports**

(i) Display -> Statutory Reports -> GST -> GSTR2

(ii) GST Annual Computation -- > in Pdf form(print mode)

SOP 3 : With the help of any open source or free education version accounting software enter the following transactions in appropriate vouchers by creating a company. Company details are as below.

Company Name : M/s Swastik Garment Suppliers

Company Address : M. G. Road, Industrial Estate, Aurangabad, Maharashtra Pin Code 431001

Website : www.swastikgarments.com

Email id : info@ swastikgarments.com

GSTIN : 27KLMNA4321V1Z2

Books Beginning : 01/04/2017

1) On 01/07/2017 Purchased 150 pieces of T-shirts @Rs. 450 per piece with GST 12% from M/s. Jalaram Textiles, 1/05 Sector B, Gandhi Nagar, Ahmadabad, Gujarat Pin code 382010.

2) On 02/07/2017 Sold 100 T-shirts @Rs.600 per piece with GST 12% to M/s Dress Align Garments, Shirdi. Ahmednagar, Maharashtra – 423107.

Print GST computation Report and Sales Tax Invoice

Solution :

The above transactions clearly indicate that the purchase is out of Maharashtra State. Therefore only IGST is applicable i.e. Integrated GST.

Sales is within Maharashtra State. Therefore 12% GST is applicable as 06% SGST and CGST.

Step 1 :

Create a new company in the name of M/s Swastik Garment Suppliers, College Road, Nashik, Maharashtra 422005, financial year begins on 1/04/2017.

Enabling GST : Features -> Statutory & Taxation -> Enable Goods and Services Tax (GST) – Yes Set/alter GST details – Yes

Fill State and GSTIN details

Step 2 : Create following Ledger accounts

Account Info -> Ledgers -> Single -> Create

Ledger	Under Group
Inter-State Purchase	Purchase Accounts Is GST Applicable – Applicable Set/Alter GST Details -> 'Yes' Nature of transaction – 'Inter State Purchase Taxable' Type of supply – Goods
M/s. Jalaram Textiles	Sundry Creditor
Sales T-Shirts	Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes' Nature of transaction – 'Sales Taxable' (from configuration make yes to 'Show all GST tax types') type- Integrated tax as '28%' then Central Tax and State Tax will automatically reflects as '14%' and '14%' respectively; Type of supply – 'Goods'
M/s Dress Align Garments	Sundry Debtor
SGST	Duties and Taxes Type of Duty/Tax - 'GST', Tax Type – 'State Tax', Percentage of Calculation – '0%'
CGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'Central Tax', Percentage of Calculation – '0%'.
IGST	Duties and Taxes Type of Duty/Tax – GST Tax Type – Integrated Tax Percentage of Calculation – '0%'

Step 3 : Create Inventory details

(a) Create Units of Measure – Nos.

(b) Create Stock group/category – Garments

(c) Create Stock Items/products:

(i) T-Shirts - Type GST Rate 12% in the field 'Integrated Tax'..

(ii) T-Shirts - Type GST Rate 12%.

Note : GST rates applicable for each commodity are given at the time of creation of stock items/products. For the creation of inventory items/products, steps to be followed are :

Step 3.1 : Create Units of Measure: Inventory/Inventory Info -> Units of Measure/ Measurement -> Give unit name/symbol as Nos -> Formal Name/description as Number -> Select applicable Unit Quantity Code (UQC) from the pop up list NOS-Numbers -> Accept/Save the details.

Step 3.2 : Create Stock groups or Category: Inventory/Inventory Info>Stock groups or Category as Garments -> Accept/Save the details without changing any field.

Step 3.3 : Create Stock Items/Product: Inventory /Inventory Info>Stock Items/Product -> Type the Item/Product name T-Shirts -> Select the Under Group/Category as Garments -> Select Unit of Measurement/ Measure as Nos -> Set/Alter details : Yes ->type of supply – Goods -> Accept/Save the details.

Step 4 : Create Purchase and Sales Vouchers

1) **Purchase Voucher:** Accounting Vouchers -> Select Purchase Voucher -> Type Voucher Date -> Supplier Invoice No. >Party's name field : M/s Jalaram Textiles -> Purchase Ledger field – Select Inter-state Purchase -> Select Stock Item/ Product T-Shirts -> Enter Quantity as 150 Nos and Rate Rs.450 -> Select 'IGST' -> Save/Accept.

2) **Sales Voucher :** Accounting Vouchers -> Select Sales Voucher -> Enter Voucher Date -> Party's name field : M/s Dress align Garments -> Sales Ledger field -> Select Name of the item/product T-Shirts -> Enter Quantity 100 Nos and Rate Rs.600 -> Select 'SGST' -> Select CGST -> Save/Accept.

Step 5 : Display GST Reports

(i) Display -> Statutory Reports -> GST - > GSTR-2

(ii) Display -> Statutory Reports -> GST -> GST Annual Computation

➢ SOP 4 : Happy World Tours and Travels Company from J.M. Road, Decca Gymkhana, Pune, Maharashtra 411004 (GSTIN 27STUVW1212T1Z2) is a tourisn company that provides travel and tourism related services to the general publi The company renders services like air ticket booking, railway ticket booking group tour booking, vehicle on rent etc. Following transactions has taken place i the month of November 2019. With the help of any open source or free educatio version accounting software enter the following transactions in appropria vouchers of Happy World Tours and Travels Company with GST calculations.

Sr. No.	Date	Transaction
1.	1/11/2019	Received Commission Rs50000 with 18% GST from M/s Success Business Agency, Pune Maharashtra on group tour booking
2.	2/11/2019	A Motor Cab Rented to the regular client Mr. Ajay Singh Gupta, Aundh, Pune on a cost of Rs15000 with 5% GST.
3.	2/11/2019	Paid Rs. 20000 for Website Development charges to M/s Soft Corner India Limited, Karnataka with GST 18% GST

Print GST Reports GSTR-2 and GST Annual Computation.

Solution :

In the above transactions we have to consider SGST, CGST, IGST

Step 1 : Create a new company

Happy World Tours and Travels Company from from J.M. Road, Deccan Gymkhana, Pune, Maharashtra 411004, financial year begins on 1/04/2019. Enable GST by filling GSTIN GSTIN 27STUVW1212T1Z2.

Note : Change the company features if the company renders 'Service Only' as Feature -> Accounting Features -> Maintain Accounts Only 'Yes'

Step 2 : Create the following Ledger Accounts

Ledger	Under Group and details to be filled
Commission Received	Indirect Income (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Sales Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')
M/s Success Business Agency	Sundry Debtors
SGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'State Tax', Percentage of Calculation – '0%', Rounding method – 'Not applicable')
CGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'Cent- ral Tax', Percentage of Calculation – '0%', Rounding method – 'Not applicable')
IGST	Duties and Taxes (Type of Duty/Tax - 'GST', Tax Type – 'Integ- rated Tax', Percentage of Calculation – '0%', Rounding method – 'Not applicable')

Ledger	Under Group and details to be filled
Motor Cab Rent	Indirect Income (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Sales Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')
Mr Ajay Singh Gupta	Sundry Debtors
Website Development Charges	Indirect expenses (Is GST Applicable – 'Applicable', Set/Alter GST Details – 'Yes', Nature of Transaction – Inter-State Purchase Taxable, Type GST Rate in the field Integrated Tax, Type of supply – 'Service')
M/s Soft Corner India Ltd	Sundry Creditors

Step 3 : Accounting Vouchers

Transaction	Voucher Type	Procedure
1 (Due Entry)	Sales	Debit – M/s Success Business Agency Credit- Commission Received Credit- CGST Credit- SGST (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
1 (Receipt entry)	Receipt	Debit – Cash Credit- M/s Success Business Agency
2 (Due Entry)	Sale	Debit – Mr Ajay Singh Gupta Credit- Motor Cab Rent Credit- CGST Credit- SGST (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
2 (Receipt entry)	Receipt	Debit – Cash Credit- Mr Ajay Singh Gupta

Transaction	Voucher Type	Procedure
3 (Due Entry)	Purchase	Debit – Website Development Charge Debit- CGST Debit – SGST Credit- M/s Soft Corner India Ltd (Recommended that Entry to pass in Invoice Mode – Accounting Invoice and not in Voucher Mode – Dr / Cr mode. So that GST amount should be auto calculated.)
3 (Payment entry)	Payment	Debit - M/s Soft Corner India Ltd Credit – Cash

Step 4 : Display GST Reports

(a) GSTR-2

(b) GST Annual Computation

4. Database Concepts using LibreOffice Base

➤ **SOP 1 : Create a table student with fieldnames- rollno, studname, class, div, city, dob etc.**
Insert minimum 8 records.
Create a form based on student table.

Steps :

(i) **Steps for Creating a Database :**

(a) Click on Start -> All Programs -> Libre Office -> Libre Office Base.

(b) Database wizard window appears, select Save and Proceed -> Click on Finish button, select proper location where you wish to save the database with appropriate name, database will be created.

(ii) **Steps for Creating a Table :**

(a) To create a table, click on Create table in design view -> Table deign window appears, in that window set fieldname, datatype as follows :

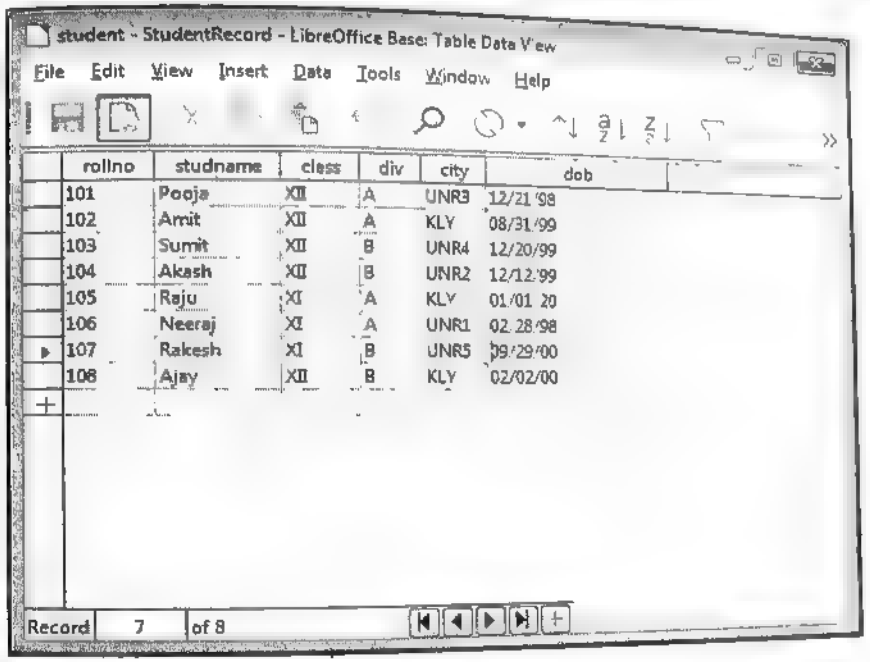
Fieldname	DataType	Description
Rollno	Number[NUMERIC]	Rollno of student (Primary Key)
Studename	Text[VARCHAR]	Name of student
Class	Text[VARCHAR]	Class of student
Div	Text[VARCHAR]	Division of student
City	Text[VARCHAR]	City of student
Dob	Date[DATE]	Date of birth of student

(b) To assign primary key to rollno field, right click on the small button present on the left side of the fieldname and select Primary Key option.

(c) To Save click on Save button or press CTRL+S, give table name as student and click on OK button, table will be saved.

(iii) **Steps for Inserting records in a Table :**

For inserting records in a table, double click on the table in which data is to be inserted, a window will appear on the screen, type data under each field and complete all the records.



rollno	studname	class	div	city	dob
101	Pooja	XII	A	UNR3	12/21/98
102	Amit	XII	A	KLY	08/31/99
103	Sumit	XII	B	UNR4	12/20/99
104	Akash	XII	B	UNR2	12/12/99
105	Raju	XI	A	KLY	01/01/20
106	Neeraj	XI	A	UNR1	02/28/98
107	Rakesh	XI	B	UNR5	09/29/00
108	Ajay	XII	B	KLY	02/02/00

(i) **Steps for Creating a Form :**

(a) From left pane click on Form object.

(b) From right pane click on Use wizard to create a form, form wizard window appears.

(c) Shift fields from Available Fields list to fields in form list by clicking on arrow button then click on Next button.

(d) Click on Next button.

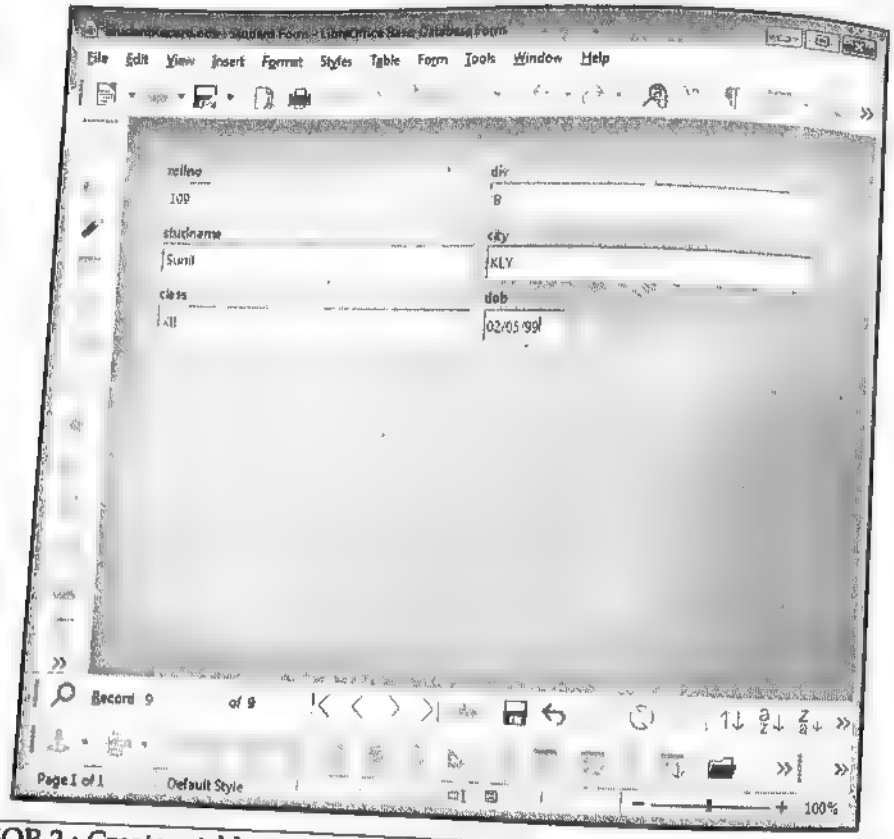
(e) Select any one arrangement for main form for placing the controls and click on Next button.

(f) Click on Next button.

(g) Select style for the form and click on Next button.

(h) Type name of the form and click on Finish button.

(i) To add new record click on new record icon present on Navigation toolbar, fill record and click on save record icon. Click on close button to close form window.



➢ SOP 2 : Create a table employee with fields names- empid, empname, empdept, empqual, empjoindate, empsal etc. Insert minimum 8 records. Create queries to display records from the employee table.

1. where employee qualification is "MBA"
2. where employee department is "Accounts".
3. where employee salary >70000
4. where employee name is "Mr. Suhas Kale"

Steps :

(i) Steps for Creating a Database :

(a) Click on Start -> All Programs -> Libre Office -> Libre Office Base.

(b) Database wizard window appears, select Save and Proceed -> Click on Finish button, select proper location where you wish to save the database with appropriate name, and database will be created.

(ii) Steps for Creating a Table :

(a) To create a table, click on Create table in design view -> Table deign window appears, in that window set fieldname, datatype as follows

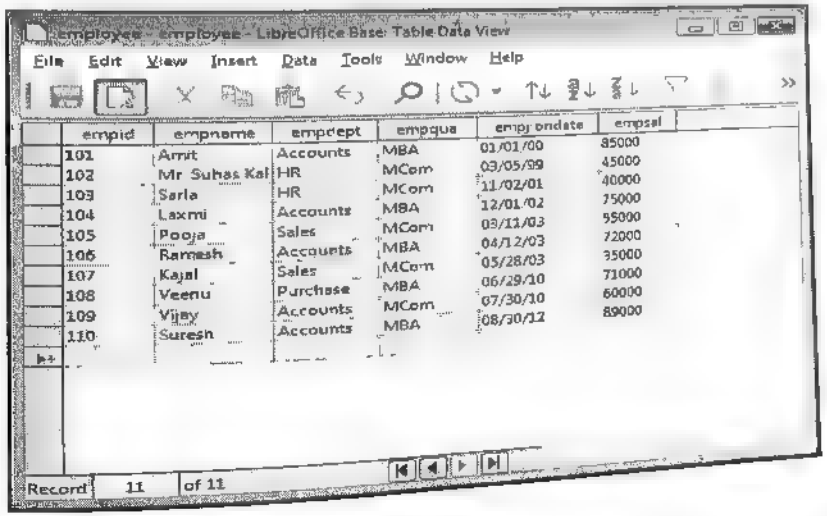
Fieldname	DataType	Description
Empid	Number[NUMERIC]	ID of Employee (Primary Key)
Empname	Text[VARCHAR]	Name of Employee
Empdept	Text[VARCHAR]	Department of Employee
Empqual	Text[VARCHAR]	Qualification of Employee
Empjiondate	Date[DATE]	Join Date of Employee
Empsal	Number[NUMERIC]	Salary of Employee

(b) To assign primary key to empid field, right click on the small button present on the left side of the fieldname and select Primary Key option.

(c) To Save click on save button or press CTRL+S, give table name as employee and click on OK button, table will be saved.

(iii) Steps for Inserting records in a Table :

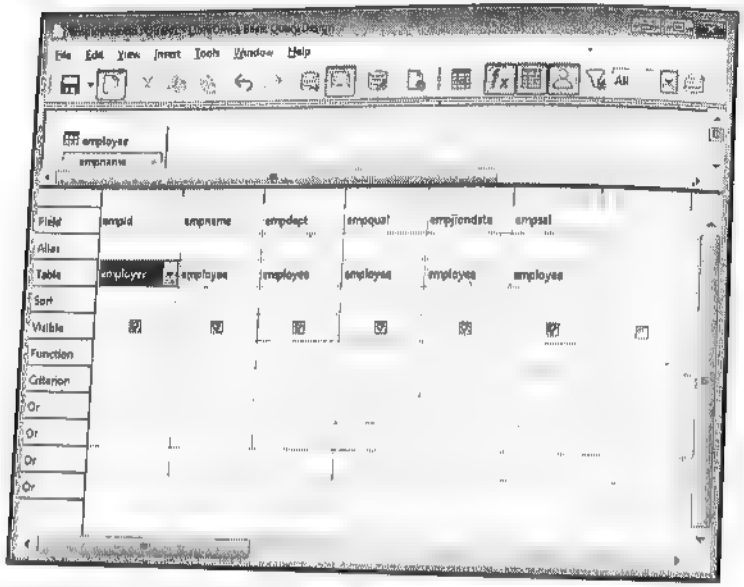
For inserting records in a table, double click on the table in which data is to be inserted, a window will appear on the screen, type data under each field and complete all the records.



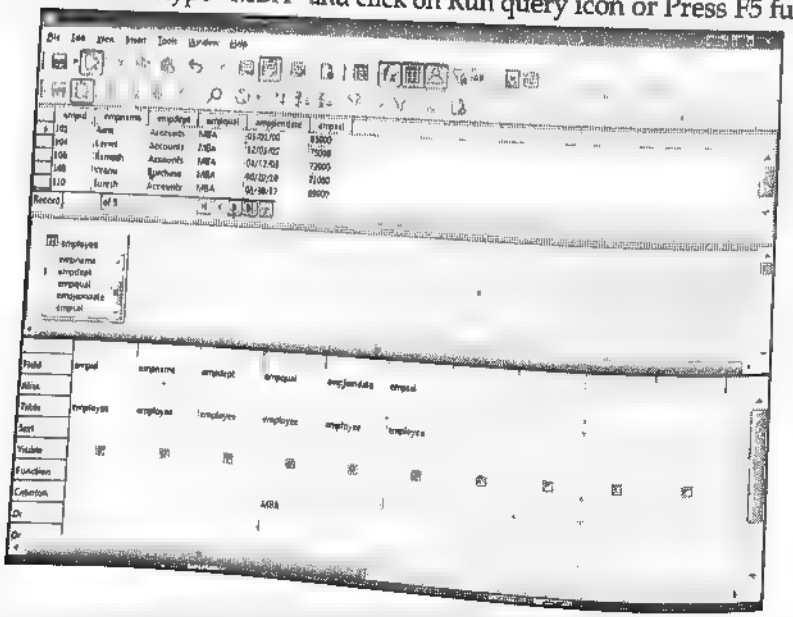
empid	empname	empdept	empqua	empjondate	empsal
101	Amit	Accounts	MBA	01/01/00	85000
102	Mr Suhas Kal	HR	MCom	03/05/99	45000
103	Sarla	HR	MCom	11/02/01	40000
104	Laxmi	Accounts	MBA	12/01/02	75000
105	Pooja	Sales	MCom	03/11/03	55000
106	Ramesh	Accounts	MBA	04/12/03	72000
107	Kajal	Sales	MCom	05/28/03	35000
108	Veenu	Purchase	MBA	06/29/10	71000
109	Vijay	Accounts	MCom	07/30/10	60000
110	Suresh	Accounts	MBA	08/30/12	89000

(iv) **Steps for Creating query :**

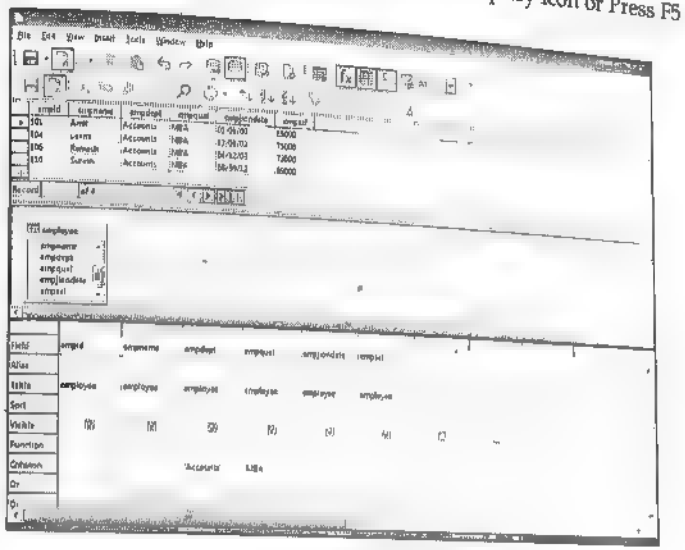
- Click on Queries object and in right pane click on Create Query is Design View option.
- From Add table window select table and click on Add button and click on Close.
- Select all the fields one by one by Clicking on field's columns.



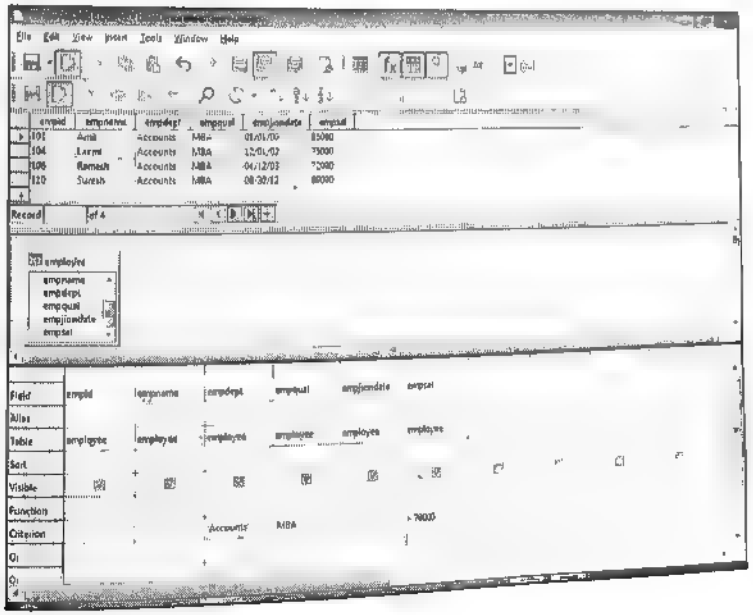
(a) To display records where employee qualification is "MBA"
In Criterion type "MBA" and click on Run query icon or Press F5 function key.



(b) To display records where employee department is "Accounts".
In Criterion type "Accounts" and click on Run query icon or Press F5 function key.

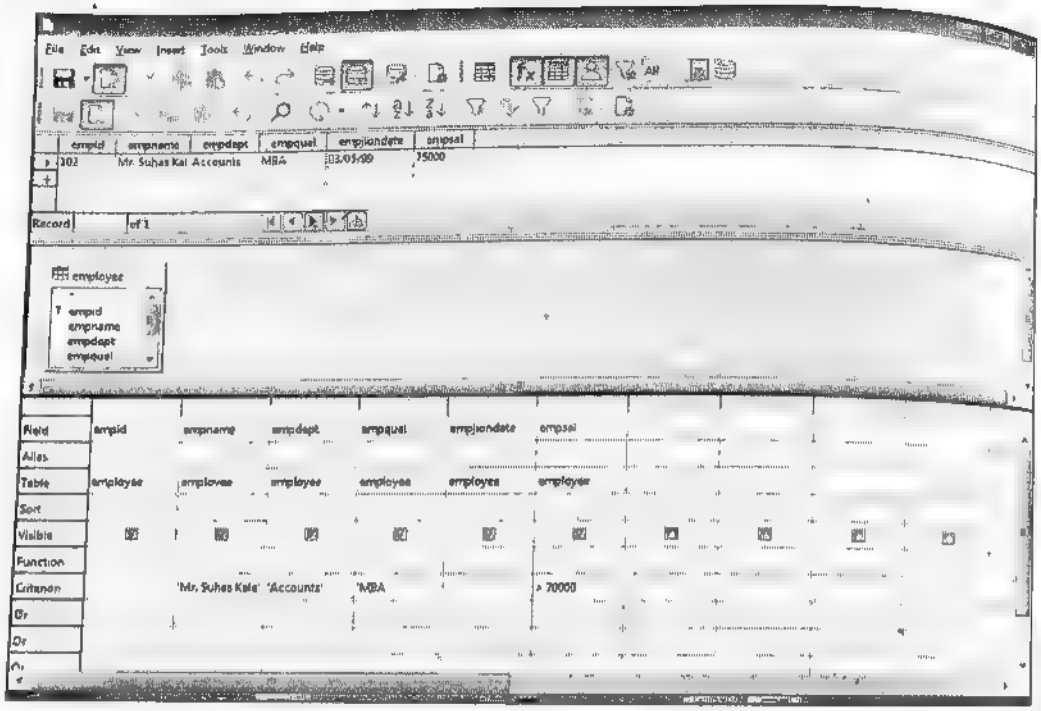


(c) To display records where employee salary >70000
In Criterion type ">70000" and click on Run query icon or Press F5 function key.



(d) To display records where employee name is "Mr. Suhas Kale"

In Criterion type "Mr. Suhas Kale" and click on Run query icon or Press F5 function key.



➢ SOP 3 : Create table Product with fieldnames prodid, prodname, qty, rate, modelyear with appropriate data type. Insert minimum 8 records.

1. Generate report to display records in ascending order of prodname.
2. Generate report to display records in descending order of product rate.
3. Generate report to display modelyear wise product list
4. Build a query to display amount (qty*rate).
5. Generate a bill report with appropriate titles and calculate amount for each record.

(i) Steps for Creating a Database :

(a) Click on Start -> All Programs -> Libre Office -> Libre Office Base.

(b) Database wizard window appears , select Save and Proceed -> Click on Finish button, select proper location where you wish to save the database with appropriate name, database will be created.

(ii) Steps for Creating a Table :

(a) To create a table, click on Create table in design view -> Table deign window appears, in that window set fieldname, datatype as follows .

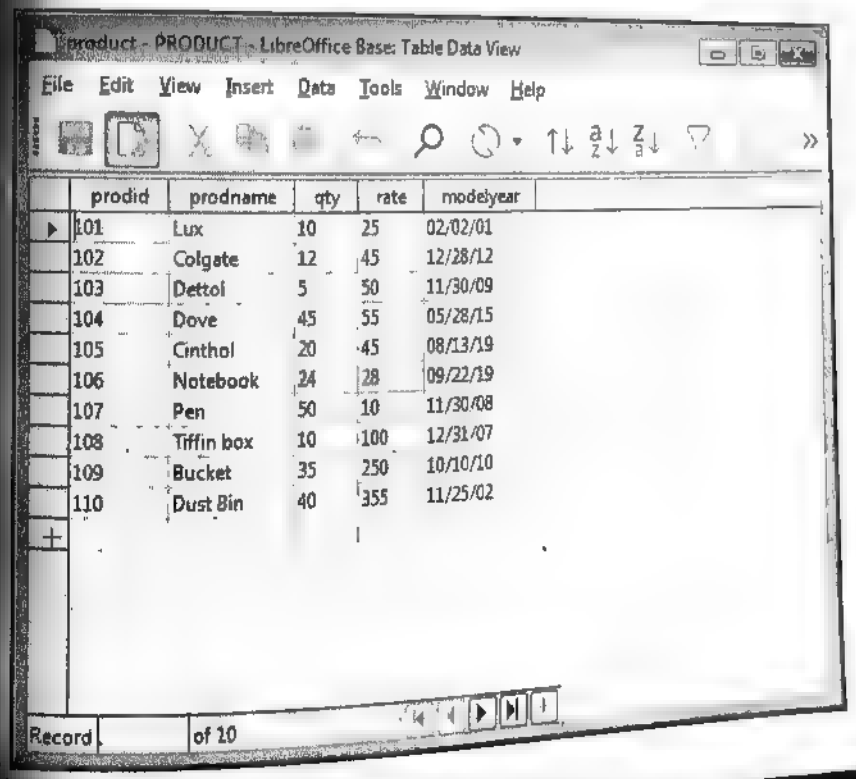
Fieldname	DataType	Description
Prodid	Number[NUMERIC]	ID of Product (Primary Key)
Prodname	Text[VARCHAR]	Name of Product
Qty	Number[NUMERIC]	Quantity of Product
Rate	Number[NUMERIC]	Rate of Product
modelyear	Date[DATE]	Model Year of Product

(b) To assign primary key to prodid field, right click on the small button present on the left side of the fieldname and select Primary Key option.

(c) To Save click on Save button or press CTRL+S, give table name as Product and click on OK button, table will be saved.

(iii) Steps for Inserting records in a Table :

For inserting records in a table, double click on the table in which data is to be inserted, a window will appear on the screen, type data under each field and complete all the records.



prodid	prodname	qty	rate	modelyear
101	Lux	10	25	02/02/01
102	Colgate	12	45	12/28/12
103	Dettol	5	50	11/30/09
104	Dove	45	55	05/28/15
105	Cinthol	20	45	08/13/19
106	Notebook	24	28	09/22/19
107	Pen	50	10	11/30/08
108	Tiffin box	10	100	12/31/07
109	Bucket	35	250	10/10/10
110	Dust Bin	40	355	11/25/02

(iv) **Steps for Creating Reports/Query :**

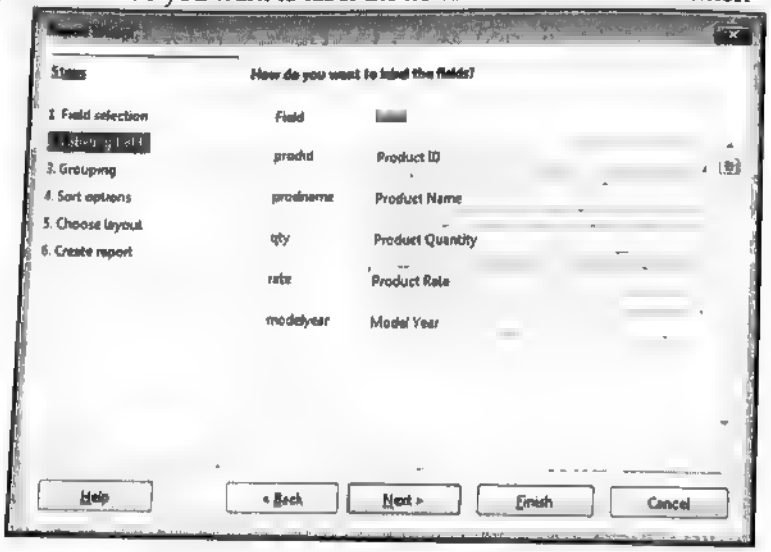
(I) **Generate report to display records in ascending order of prodname.**

(a) To create report, from left pane click on Report object.

(b) From right pane click on Use wizard to create a Report.

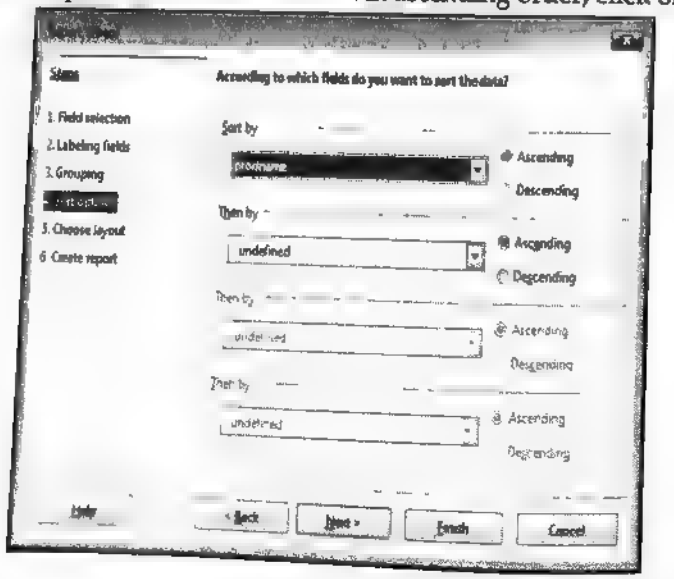
(c) Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, click on Next button.

(d) Set how do you want to label the fields and click on Next button



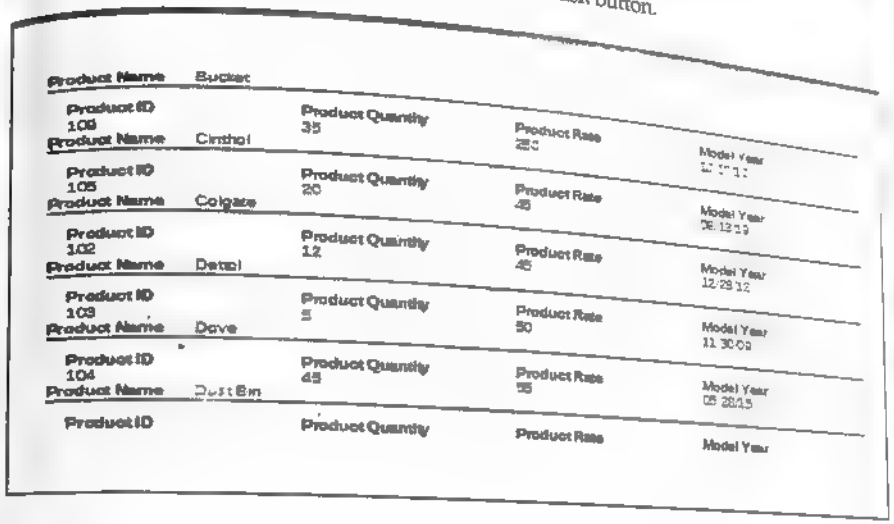
(e) Click on Next button

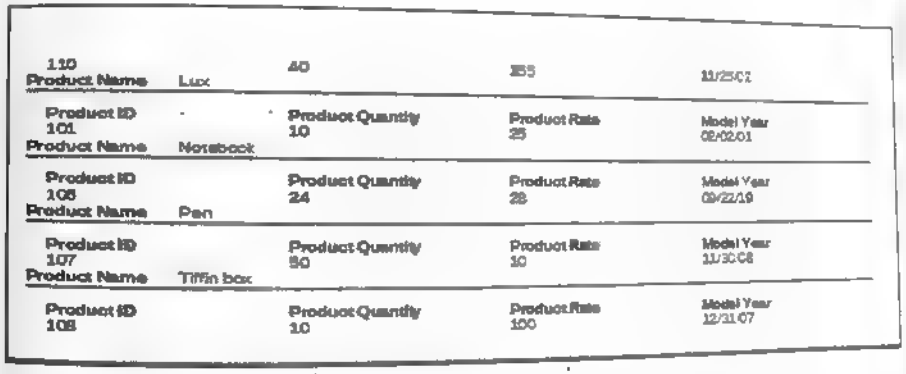
(f) Select the prodname to sort the data in ascending order, click on Next button.



(g) Choose layout and orientation, click on Next button.

(h) Type Title for the Report and click on Finish button.





(II) **Generate report to display records in descending order of product rate.**

(a) To create report, from left pane click on Report object.

(b) From right pane click on Use wizard to create a Report.

(c) Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, click on Next button.

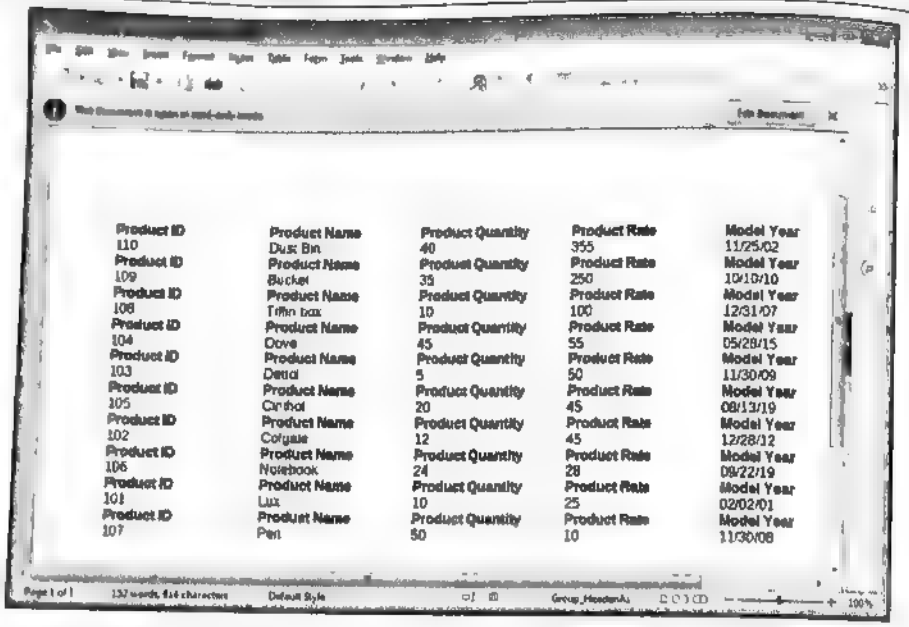
(d) Set how do you want to label the fields and click on Next button

(e) Click on Next button

(f) Select the rate to sort the data in descending order, click on Next button.

(g) Choose layout and orientation, click on Next button.

(h) Type Title for the Report and click on Finish button.



Product ID	Product Name	Product Quantity	Product Rate	Model Year
110	Dust Bin	40	355	11/25/02
109	Bucket	35	250	10/10/10
108	Tiffin box	10	100	12/31/07
104	Dove	45	55	05/28/15
103	Detol	5	50	11/30/09
105	Cinthol	20	45	08/13/19
102	Colgate	12	45	12/28/12
106	Notebook	24	28	09/22/19
101	Lux	10	25	02/02/01
107	Pen	50	10	11/30/08

(III) Generate report to display modelyear wise product list

(a) To create report, from left pane click on Report object.

(b) From right pane click on Use wizard to create a Report.

(c) Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, click on Next button.

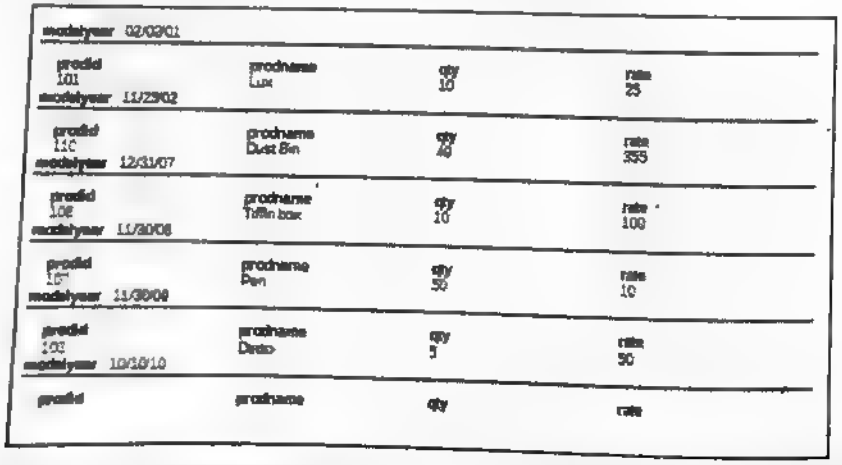
(d) Set how do you want to label the fields and click on Next button

(e) Click on Next button

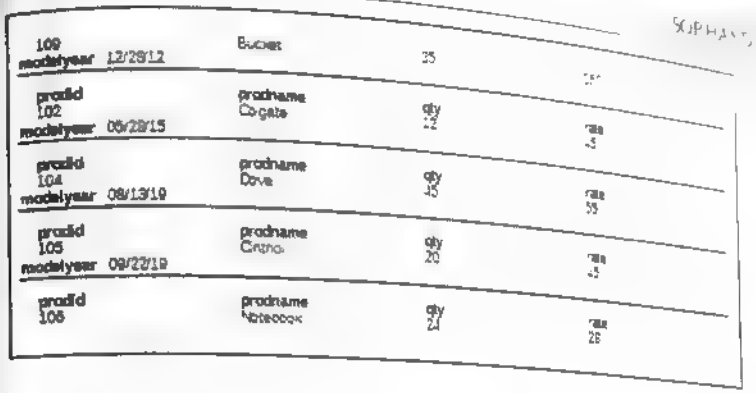
(f) Select the modelyear, click on Next button.

(g) Choose layout and orientation, click on Next button.

(h) Type Title for the Report and click on Finish button.



modelyear	prodid	prodname	qty	rate
02/02/01	101	Lux	10	25
11/25/02	110	Dust Bin	40	355
12/31/07	108	Tiffin box	10	100
11/30/08	107	Pen	50	10
11/30/08	103	Detol	5	50
10/10/10	109	Bucket	35	250



modelyear	prodid	prodname	qty	rate
12/28/12	109	Bucket	35	[illegible]
05/28/15	102	Colgate	12	45
08/13/19	104	Dove	45	55
09/22/19	105	Cinthol	20	45
	106	Notebook	24	28

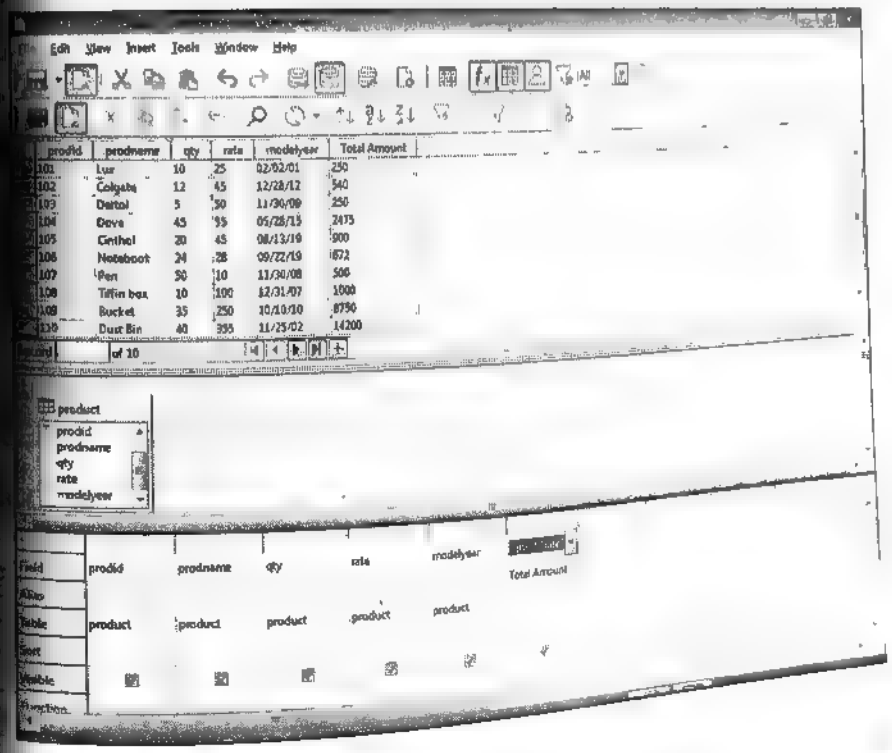
(IV) Build a query to display amount (qty*rate).

(a) Click on Queries object and in right pane click on Create Query is Design View option.

(b) From Add table window select table and click on Add button and click on Close.

(c) Select all the fields one by one by Clicking on field's columns.

In field column type formula "qty" * "rate" and in Alias column type Total Amount and click on Run query icon or Press F5 function key



(V) Generate a bill report with appropriate titles and calculate amount for each record.

(a) To create report, from left pane click on Report object.

(b) From right pane click on Use wizard to create a Report.

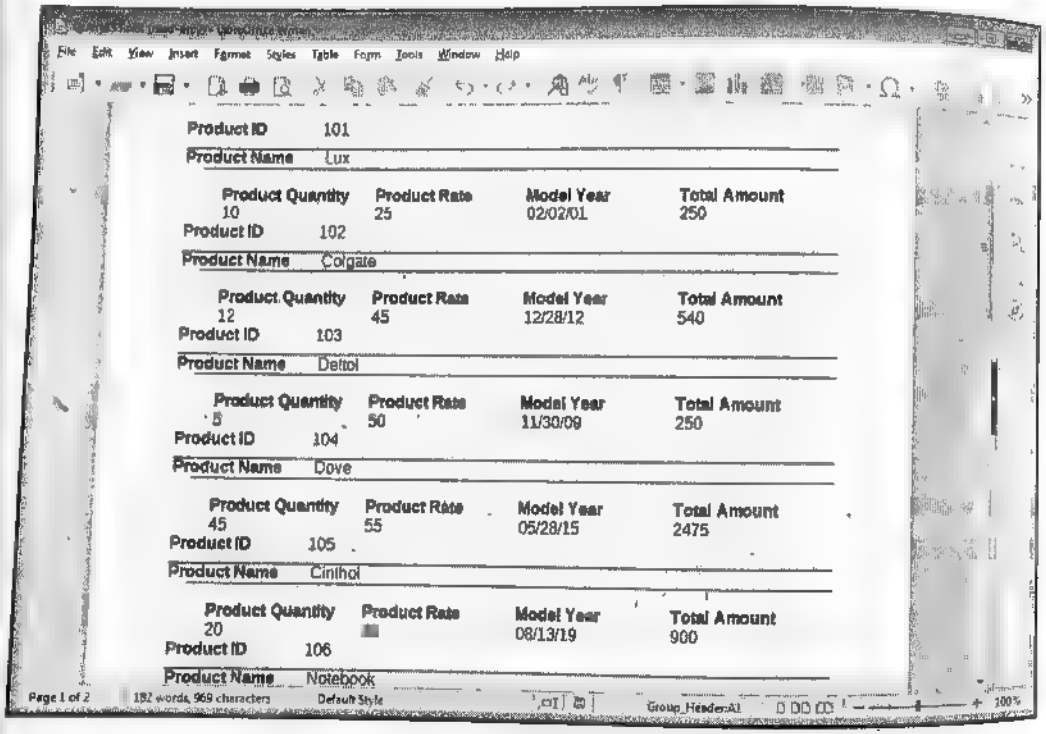
(c) Select name of table and shift fields from Available fields list to Fields in Report list by clicking on arrow button, click on Next button.

(d) Set how do you want to label the fields and click on Next button

(e) Click on Next button

(f) Choose layout and orientation, click on Next button.

(g) Type Title for the Report and click on Finish button.



Product ID 101
Product Name Lux

Product Quantity	Product Rate	Model Year	Total Amount
10	25	02/02/01	250

Product ID 102
Product Name Colgate

Product Quantity	Product Rate	Model Year	Total Amount
12	45	12/28/12	540

Product ID 103
Product Name Dettol

Product Quantity	Product Rate	Model Year	Total Amount
5	50	11/30/09	250

Product ID 104
Product Name Dove

Product Quantity	Product Rate	Model Year	Total Amount
45	55	05/28/15	2475

Product ID 105
Product Name Cinthol

Product Quantity	Product Rate	Model Year	Total Amount
20	[illegible]	08/13/19	900

Product ID 106
Product Name Notebook

Model Question Paper - 1

Time :- 1 Hr

Marks 80

1. Fill in the blanks (10)

1. _____ allows you to control the look and feel of several pages by changing a single source.
2. The _____ attribute of <audio> tag specifies the URL of the audio file.
3. _____ is the fuel that drives your Digital Marketing Strategies.
4. _____ marketing is the use of social media platforms and websites to promote a product or service.
5. Changes are visible to users in _____ SEO.
6. Unpaid search is nothing but _____ search.
7. _____ means every kind of movable property other than money and securities.
8. Business entities conducting business electronically are called _____.
9. The _____ data type stores fix sized text.
10. _____ module helps for tracking enquiries, order placements, order scheduling, dispatching and invoicing.

2. True or False (10)

1. Auto-complete attribute specifies that the input field should automatically get focus when the page loads.
2. Selector indicates the HTML element you want to style.
3. In paid search you only pay when your ads is visible.
4. Tap Target is any element on a web page that a user interact with.
5. To make the Traffic analysis SEO techniques are used.
6. GST replaced existing multiple taxes levied by the central and state governments.
7. Business entities conducting business electronically are called trading partners.
8. Form allows entering, editing or deleting data in the table.
9. Tables cannot be related to other tables.
10. ERP systems decreases flexibility on an organization.

3. MCQ one correct alternative. (10)

1. The list within another list is called ....., list.
   (a) listed (b) tested (c) none (d) nested.
2. _____ file tells the search engines which pages to access and index on your website and which not.
   (a) Googlebot (b) Indexing (c) Header (d) Robot.txt

3. _____ check displays the total number of files that need to be retrieved from web servers to load your page.
   (a) Flash (b) Favicon
   (c) Page Speed Info (d) Number of Resources
4. _____ means having the keywords those will rank your site in search engine
   (a) Header (b) Keyword Consistency
   (c) Indexing (d) Links
5. _____ is a program used by search engines to collect data from the website.
   (a) Crawler (b) Crawl (c) SEOptimizer (d) Google Analytics
6. The purpose of _____ is to show days transactions.
   (a) Trial Balance (b) Day Book
   (c) Balance sheet (d) Profit and Loss account
7. License renewals and paying tax can be done through _____ type of E-Governance.
   (a) G2E (b) G2G (c) G2C (d) G2B
8. A _____ model is the internal structure of database which describes way of storing and retrieving of data.
   (a) Table (b) Data (c) Query (d) Report
9. A _____ is an attribute whose value is derived from the primary key of another relation.
   (a) Foreign key (b) Primary key
   (c) Composite key (d) Candidate key
10. _____ covers methods and technologies used by companies to manage their relationship with clients.
   (a) Supply Chain Management (b) Decision Support System
   (c) MIS (d) Customer Relationship Management

4. MCQ two correct alternative. (20)

1. Following are the values of Display properties
   (a) Middle (b) Inline (c) Block (d) top
2. Valid types of vouchers are _____ and _____.
   (a) sales (b) income (c) purchases (d) expenses
3. Trial balance provides a report with _____ and _____ balance of all ledger accounts.
   (a) profit (b) debit (c) credit (d) loss
4. Under GST _____ and _____ are the codes given to goods and services.
   (a) HSN (b) IND (c) SAC (d) IST
5. Types of output reports are _____ and _____.
   (a) balance sheet (b) ledger
   (c) trial balance (d) Godown

6. Common forms of E-commerce are _____, _____
   (a) Local Commerce (b) M-Commerce
   (c) National Commerce (d) Social Commerce
7. The information stored under each column form a row which is called as _____ or _____.
   (a) Field (b) Record (c) Tuple (d) Column
8. _____ data type is used to store date and _____ data type is used to store time.
   (a) Date (b) Integer (c) Char (d) Time
9. _____ and _____ methods are used for report generation
   (a) Standard View (b) Wizard
   (c) Tool View (d) Design View
10. Technologies used along with ERP packages are _____
   (a) Financial Module (b) HR Module
   (c) Product Life Cycle Management (d) Decision Support System

5. MCQ three correct alternative. (06)

1. Following are the valid values of type attribute of <ul> tag
   (a) rectangle (b) square (c) triangle
   (d) circle (e) Disc (f) diamond
2. Valid approaches SEO to generate traffic to your website are _____ _____ and _____.
   (a) On-Page SEO (b) all-Page SEO (c) Off-Page SEO
   (d) Technical SEO (e) with-page SEO (f) online-page SEO

6. Match the Following. (04)

	Column A		Column B
1.	White Hat SEO	a)	Payments made by cash
2.	Payment	b)	Electronic interchange of business information
3.	EDI	c)	Benefits of ERP
4.	Information integrity	d)	improve user experience ethically and genuinely

(10)

Answer the following

a) Explain Creation of Company in Tally. (Refer Page No 3.24)
b) Explain steps for voucher entry in Tally. (Refer Page No 3.25)
c) Explain GST in Tally. (Refer Page No 3.28)
d) Short note on Consumer to Consumer. (Refer Page No 4.29)
e) Short note on M-commerce (Refer Page No 4.30)
f) Short note on EDI. (Refer Page No 4.31)
g) Explain the concept of Enterprise Resource Planning (Refer Page No 6.19)
h) Short note on Decision Support System. (Refer Page No 6.21) (10)

Write a Program

(a) Write a program using html with following CSS specifications(Refer Page No1.89)
(i) The background color of the College name should be in red color
(ii) The text color of the College name should be yellow color.
(iii) The description of the college should be paragraph with right align.

OR

Write a program using html with following CSS specifications :
(Refer Page No 1.90)

(i) The page should contain heading as XII IT in blue color
(ii) Create Unordered List of topics in IT
(iii) Change the font to comic Sans

(b) Write a program using html with following CSS specifications:-
(Refer Page No 1.92)
To create a form that should accept name, number of present students (compulsory), time and file to upload from the user
Create submit button to send the data.
The heading of the form should have border with blank spaces around the contents

OR

Write a program using html with following CSS specification.
(Refer Page No 1.99)

(i) The background colour of the company name should be in green.
(ii) The text colour of the company name should be red.
(iii) The heading should be large with font "comic sans ms"
(iv) The description of the company should be displayed in blue color in a paragraph.

Answer of Questions

1. Fill in the blanks

1. CSS (Cascading style Sheets) 2. Src
3. Quality content 4. Social Media 5. On-Page
6. Organic 7. Goods 8. Trading Partners
9. Char 10. Sales and distribution

2. True or False

1) False 2) True 3) False
4) True 5) True 6) True
7) True 8) True 9) True 10) False

3. MCQ one correct alternative

1) (d) 2) (d) 3) (d) 4) (b) 5) (a)
6) (b) 7) (c) 8) (b) 9) (a) 10) (d)

4. MCQ two correct alternative

1) (b), (c) 2) (a), (c) 3) (b), (c)
4) (a), (c) 5) (a), (c) 6) (b), (d)
7) (b), (c) 8) (a), (d) 9) (b), (d) 10) (c), (d)

5. MCQ three correct alternative

1) (b), (d), (e) 2) (a), (c), (d)

6. Match the Following

Ans. : 1 - d 2 - a 3 - b 4 - c

❑❑❑

Model Question Paper - 2

Time :- 1 Hr **Marks 80**

1. Fill in the blanks (10)

1. The _____ is a tag in html that describe some aspects of contents of a webpage.
2. <input type="_____"> defines a week and year control..
3. Business card is an example of _____ marketing.
4. _____ maintains debit and credit record
5. _____ Commerce is 24 × 7, it can be done anytime day and night.
6. _____ commerce allows the customer and the business to be in touch directly without any intermediaries.
7. _____ is used to represent the data in printed form.
8. Row in a database table is called as _____ or tuple
9. Different types of resources in an enterprise are men, _____, money and Machine.
10. _____ module includes financial accounting, investment management, enterprise controlling and treasury.

2. True or False (10)

1. Required attribute specifies than an input field must be filled out.
2. A property is a type of attribute of HTML element.
3. SEO is the fuel that drives your Digital Marketing strategies.
4. Receipt voucher is used for recording amounts received by way of cash.
5. E-commerce increases the cost of searching a product.
6. After sales phase consists of warranty and after sales services.
7. Form is used to collect information from user.
8. Attributes of an entity are stored in the form of rows.
9. The entire ERP package contains single module.
10. Faster delivery or availability will increase the sales and satisfaction of customers.

3. MCQ one correct alternative. (10)

1. The _____ attribute of <input> tag specifies that the user is allowed to enter more than one value in the <input> element..
   (a) readonly (b) required (c) multiple (d) pattern
2. A _____ is a type of attribute of HTML element.
   (a) Property (b) Value (c) Declaration (d) Selector

3. _____ advertising refers to the sponsored result on the search engine results pages.
   (a) Mobile Marketing (b) Paid Search
   (c) Content Marketing (d) email Marketing
4. The _____ voucher type is used for recording cash and credit purchase of goods and services.
   (a) Receipt (b) Payment (c) Sales (d) Purchase
5. _____ is used when money is sent from one bank account to another.
   (a) EDI (b) Bank Transfer (c) Digital Signature (d) Trade Cycle
6. License renewals and paying tax can be done through _____ type of E-Governance.
   (a) G2E (b) G2G (c) G2C (d) G2B
7. _____ is a collection of related data.
   (a) Data (b) Table (c) Query (d) Report
8. The _____ data type is used to store image.
   (a) Char (b) BigInt (c) SmallInt (d) LongVarBinary
9. _____ module is the core of many ERP software packages.
   (a) Financial (b) Marketing
   (c) Production Planning (d) Purchasing
10. _____ are interactive, computer based systems that aid users in judgment and choice activities.
   (a) Supply Chain Management
   (b) Decision Support System
   (c) MIS
   (d) Customer Relationship Management

4. MCQ two correct alternatives. (20)

1. Following attributes of <input> tag are used to specify minimum and maximum value for input field _____.
   (a) min (b) disabled (c) multiple (d) max
2. Following are the channels of Digital Marketing.
   (a) Mobile Marketing (b) Posters
   (c) Brochures (d) Paid Search
3. _____ and _____ are ledger accounts can be created under group direct income.
   (a) rent received (b) Sales
   (c) professional fees (d) interest received
4. Font style property has following values _____.
   (a) solid (b) italic (c) groove (d) oblique
5. Types of E-Commerce are .....
   (a) B2C (b) C2B (c) G2G (d) G2E

6. Modes of payments are .....
   (a) M-Commerce (b) Mobile Payments
   (c) E-Commerce (d) E-Wallets
7. Following are the Relational Database Management Software's.
   (a) Writer (b) Base (c) Calc (d) Access
8. _____ data type is used to store date and _____ data type is used to store time.
   (a) Date (b) Integer (c) Char (d) Time
9. Functional units of ERP are _____
   (a) HR Module (b) Home Module
   (c) My Module (d) Manufacturing Module
10. Following are the benefits of ERP.
   (a) Decision Making Capability (b) High Cost
   (c) Customer satisfaction (d) Maintenance issues

5. MCQ three correct alternatives. (06)

1. Following are the valid values of type attribute of <input> tag .....
   (a) link (b) date (c) list
   (d) email (e) file (f) start
2. Following are the data types available in Base.
   (a) Array (b) Structure (c) LargeInt
   (d) Char (e) Varchar (f) Decimal

6. Match the Following. (04)

	Column A		Column B
1)	Table	a)	Traditional marketing
2)	Newspapers	b)	Payments made by cash
3)	Payment	c)	Money sent from one bank to another
4)	Bank transfer	d)	Collection of related data

Ans. : 1 - d 2 - a 3 - b 4 - c

7. Answer the following (any 5) (10)

a) Explain Creation of Ledgers in Tally. **(Refer Page No 3.27)**
b) Explain GST. **(Refer Page No 3.28)**
c) Explain Digital Marketing. **(Refer Page No 2.21)**
d) Explain difference between Traditional Commerce & E-Commerce. **(Refer Page No 4.30)**
e) Short note on Social Commerce. **(Refer Page No 4.33)**
f) Explain steps to save database. **(Refer Page No 5.27)**
g) Explain Data Types in Base. **(Refer Page No 5.28)**
h) Short note on Supply Chain Management. **(Refer Page No 6.22)**

8. Write a Program (10)

1. Write a program using html with following CSS specifications :-
   (a) To create a form that should accept name, contact number of office (compulsory), month, number of years completed (between 1 - 30) from the user.

(b) Create submit button to send the data and refresh button to reload the page.

(c) The heading of the form should have border, text color should be red **(Refer Page No1.106-107)**

OR

Write a program using html with following CSS specifications :

(a) To create a form that should accept name, age, date of appointment from the user

(b) Create submit button to send the data.

(c) The heading of the form should have orange background color with different font style. **(Refer Page no 1.104)**

2. Write a program using html with following CSS specifications:-

(a) To create a form that should accept name, number of present students (compulsory), time and file to upload from the user

(b) Create submit button to send the data.

(c) The heading of the form should have border with blank spaces around the contents. **(Refer Page no 1.105)**

OR

Write a program using html to create inline frame. It should contain image. **(Refer Page No 1.108)**

Answer of Questions

1. Fill in the blanks

1. <meta>	2. week	3. Traditional	4. Voucher
5. Electronic	6. Electronic	7. Report	8. Record
9. material	10. Financial		

2. True or False

1. True	2. True	3. False	4. True	5. False
6. True	7. True	8. False	9. False	10. True

3. MCQ one correct alternative.

1. (c)	2. (a)	3. (b)	4. (d)	5. (b)
6. (d)	7. (b)	8. (d)	9. (a)	10. (b)

4. MCQ two correct alternative.

1. (a), (d)	2. (a), (d)	3. (b), (c)	4. (b), (d)	5. (a), (b)
6. (b), (d)	7. (b), (d)	8. (a), (d)	9. (a), (d)	10. (a), (c)

5. MCQ three correct alternatives.

1. (b), (d), (e) 2. (d), (e), (f)

6. Match the Following

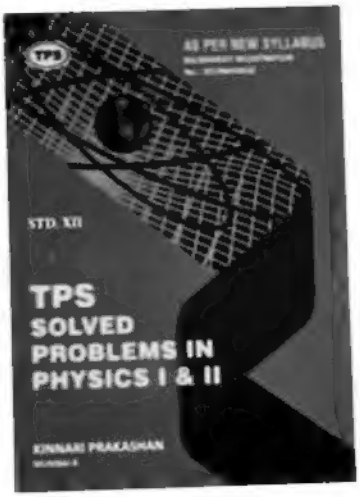
Ans. : 1 - d 2 - a 3 - b 4 - c

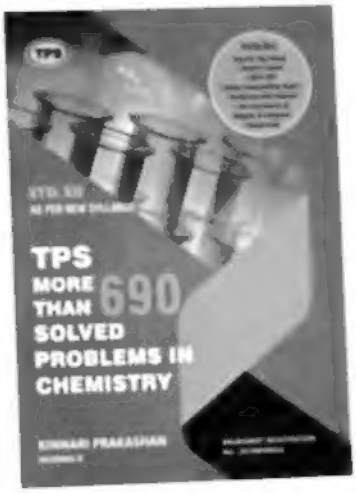
□□□

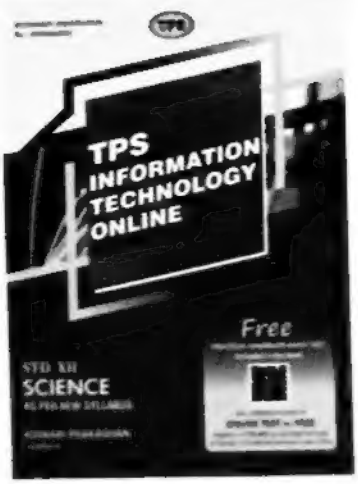
TPS

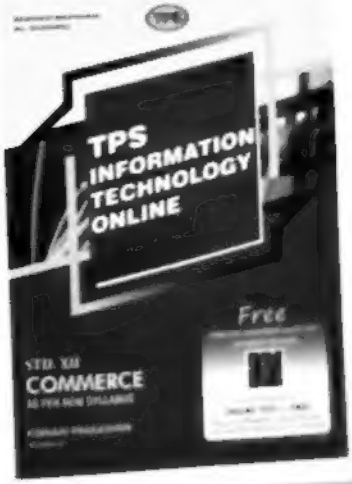
TPS BOOKS MEAN QUALITY BOOKS
QUALITY BOOKS MEAN TPS BOOKS

MOST USEFUL BOOKS FOR XII









KINNARI PRAKASHAN, MUMBAI-8